

Fleet and Industrial Supply Center
937 N. Harbor Dr.
San Diego, CA 92132-5044



CUSTOMER REFERENCE HANDBOOK

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ADMINISTRATION:

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Administration

GENERAL. FISC San Diego maintains two Customer Service sites, one at Naval Station site and the other at North Island. The Naval Station site is located on the north end of Bldg 116 on the second floor, above SERVMART.

The North Island site is located on the third floor of Bldg 334 on Naval Air Station North Island, across from the cafeteria.

Requisitions may be walked through at either site during regular working hours. FISC North Island Customer Service closes at 1600. FISC Naval Station Customer Service remains open till 2400 on weekdays and Saturdays and till 2200 on Sundays and holidays to accommodate emergencies. The Duty Officer stands watch in the Customer Service office at the Naval Station, Bldg 116, until 2000 on weekdays and 1300 on Saturdays and Sundays. His after hours staff is normally limited to a walk-thru clerk and an Assistant Duty Officer involved in expediting for the evening shift.

COMMUNICATION AND IDENTIFICATION. The Unit Identification Code of FISC San Diego is **N00244**.

The Routing Identifier is **NDZ**.

The mailing address for FISC San Diego is:

**FLEET AND INDUSTRIAL
SUPPLY CENTER
937 NORTH HARBOR DRIVE
SAN DIEGO, CA 92132-5044**

The Message PLAD is:

FISC SAN DIEGO CA// //

The SALTS address is:

FISC SAN DIEGO (NAVSTA) ZGS

or

**FISC SAN DIEGO (NORTH ISLAND)
F12**

Note: All Customer Service assistance should be addressed to the NAVSTA address.

All material receiving and distribution functions are the responsibility of Defense Distribution Depot (DDDC) San Diego. It is imperative that you ensure that all shipments to your activity are addressed properly. Please ensure that the address below is utilized to facilitate rapid receipt and delivery.

**RECEIVING OFFICER
DEFENSE DISTRIBUTION DEPOT, SD
NAVAL STATION FACILITY, BLDG 3304
SAN DIEGO, CA 92136**

The Customer Service Section utilizes FAX machines for conducting business. Please use them as designated whenever possible. If using a FAX designated for another use, please clearly identify the person or section you wish the item to be passed to.

556-0436	Followups, Subsistence,
556-0437	Routine Requisitions,
	Expediting Requests
556-0429	Pierside modifications,
556-0396	Requested purchase data
556-0436	Site Commander attention
556-6199	Hazardous Material section

Messages are normally received daily in the morning from the communications center and are read and distributed by noon of each day. On weekends and holidays, the Duty Officer receives only the IMMEDIATE messages. Emergency requirements transmitted on Friday through Sunday night should be assigned IMMEDIATE precedence.

The SALTS terminal located in the Customer Service division is accessed on workdays at least once a day. Normally, SALTSGRAMS will be downloaded and distributed in the morning. SALTS is not downloaded on weekends. Avoid using SALTS to communicate with FISC San Diego

on Friday afternoons if action is required prior to Monday morning.

FEDEX and UPS Tracking. FISC Naval Station Customer Service division is on line with FEDEX and UPS Tracking Systems. You are welcome to track packages through our terminal. A Customer Service Representative will assist you.

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Requisition Services

SERVMART. SERVMART is a self service walk-in store offering fast moving materials with a minimal time and paperwork required. Products stocked are mostly low cost consumables like forms, office wares, cleaning supplies, galley equipment, hand tools, light bulbs, etc. Products are grouped in the store by type of material. Retail computer technology is employed to scan items at the check out register and maintain a fully stocked SERVMART.

A Money Value Only (MVO) requisition is the only document required to shop at SERVMART. (See NAVSUP 485, para 3392) A detailed register tape is provided to the shopper at checkout for the command's retained records and to verify purchases.

FISC San Diego operates (4) SERVMART's:

NAVSTA San Diego Bldg 116,
Cummings Rd
Ph. 556-2795/6

NAS North Island Bldg 651, Quay Rd
Ph. 545-6380/9968 (beside carrier piers)

NAS Miramar Bldg 239, off Jupiter St
Ph. 537-1803/4 (behind package store)

MCAS El Toro Bldg 369,
Ph. 997-3777 (enter thru Gate 9)
(714) 726-3777

Hours: 0900-1500 Mon-Fri
0900-1300 Sat (NAVSTA only)

The SERVMART Operations Office staff oversees the stores and offers stock checks and information about SERVMART. To stock check an item, phone (619) 556-3684/5/6 with the NIIN, QTY and desired store location. We can stock check any store.

At NAVSTA San Diego, SERVMART

employees offer a truck-ride delivery service for SERVMART shoppers and their merchandise back to their activity or directly to their ships brow. This service is available only on the Naval Station and only Monday through Friday.

ROUTINE REQUISITIONS. The supply system is promoting increased productivity and efficiency by the use of automation. For routine requirements the most efficient and quickest way to process your requisitions is electronically. Methods of requisition submission are listed in order of best efficiency:

MILSTRIP Message. Defense Automated Addressing System (DAAS) in Dayton, OH retransmits MILSTRIP message requisitions to the activity in the routing identifier (RI) blocks. For example "NDZ" for FISC San Diego. DAAS is a totally automated system. See NAVSUP Pub 485, para 3028.

SALTS. Requisitions may be submitted to DAAS via Shipboard Alternate Logistics System (SALTS) at ASO Philadelphia, PA by using desk top computers and modem. Your requisitions will come to FISC by AUTODIN transmission from DAAS.

Fleet On-line Computer System. Software and or hardware is available from the FISC Business Application Support Office to enable any desk-top computer with a modem and phone line into a remote terminal with the supply center's mainframe. Customers may then input their requisitions direct to FISC "on-line" with the modem.

Fleet-on-line provides the following access with FISC San Diego's data base:

- Stock checks
- Status checks
- Requisition input
- MILSTRIP follow-ups (AF_s and AT_s)
- MILSTRIP modifications (AM_s)
- Cancellations (AC_s)

For more complete information regarding Fleet On-line see the Information Services section of this manual.

Floppy Disk. FISC San Diego customer service accepts requisitions on floppy disk for input into the system locally. Ensure that the disk label indicates what format the disk is in and contains the Activity name, File name and point of contact.

Magnetic Tape. FISC accepts magnetic tapes with 25 requisitions or more. This method does require physical handling, loading, and transportation to FISC, so it's not as quick and efficient as DAAS or floppy disk.

Manual Requisitions. This is the slowest and least efficient method to input requisitions to the Supply Center. However, manual requisition input is a viable method when the other options are not available. We recommend avoiding the manual procedure whenever possible. Customers submit their requisitions on DD-1250s or DD-1348s directly to the FISC customer service desk or via local drop boxes.

URGENT REQUISITIONS. Requisitions for urgently required material may be satisfied by the following four methods:

Bearer Walk-through Requisitions. The bearer walk-through method of requisitioning should only be used to satisfy urgent, immediate-use material requirements. Walk-through service begins at the FISC customer service offices located at Bldg. 116 at Naval Station San Diego; Bldg. 53 at Long Beach; and Bldg 334 at NAS North Island.

Release of Items Under Item Manager Control. The customer should call and get issue release authority from the Item Manager's Duty Officer after hours and on weekends. NOTE that the call must be made from the issue point (i.e., FISC San Diego). The customer should not call for issue release authority unless ready to walk

the requisition through. Also, do not delay submission of a requisition once you get authorization.

Walk-throughs should be a vital necessity and meet one of the following criteria:

Issue Priority Group (IPG) I - such as C3/C4 CASREPS/NMCS/PMCS emergency requirements.

Issue Priority Group (IPG) II - such as C-2 CASREPS and Critical Work Stoppages. Ensure the words "Work Stoppage" are on your document. Normal IPG II requisitions do not qualify as walk-throughs.

Signature Service material - such as controlled medicinals, crypto gear, classified material, and precious metals. The FISC San Diego microfiche MSIR and Navy ML-N microfiche identify these items.

Bottled Gas - Customers walking through gas must bring an empty turn-in bottle or a requisition for a new bottle. The bottled gas yard is open 0730 to 1430, Monday thru Friday. Please come to Customer Services in time to complete your walk-throughs by 1430. A complete listing of stock numbers for both gas and bottles can be obtained from Customer Services.

Items of a critical nature with supply officer justification. Occasionally any supply officer may be in a situation compelling walk-through requisitions which do not fit the first four criteria. FISC San Diego appreciates these circumstances, and stands ready to help. We ask that your bearer be a knowledgeable runner who can explain the situation, or carry a short written justification. Requisitions with a supply officer justification will be reviewed by Customer Services personnel during the day and the Duty Officer or Assistant Duty Officer after normal working hours.

FISC relies heavily on the supply officer to reserve walk-through certification only to critical material only. We need your help to carefully screen walk-through requests to ensure this service stays feasible for all.

The material requested must be a National Stock Numbered (NSN) Item listed on FISC San Diego's Master Stock Item Record (MSIR). Customers should verify we carry the requested material with the "Voice Response System", or Fleet "On-Line" customers can conduct a MSIR query to verify if we carry an item.

The following materials do not normally qualify as bearer walk-through requisitions:

- * Items stocked in SERVIMART.
- * Stock replenishment requisitions.
- * Common use consumables.
- * Issue Priority Group (IPG) II non-work stoppage requisitions.
- * Issue priority Group (IPG) III requisitions.
- * Provisions.

Walk-thru Authorization Cards. Walk-Through Authorization Cards are required for bearer walk-through requisitions at FISC San Diego. Walk-Thru Authorization Cards increase control and security vice maintaining a signature file for each customer activity. Serialized plastic cards are assigned to each San Diego and Long Beach afloat and ashore customer. Contact Customer Service, Naval Station San Diego.

Visiting ships are not required to use walk-through authorization cards.

Overnight/Roadrunner Delivery System.

As a practical alternative to bearer walk-through requisitions, FISC offers a next day delivery service to issue and deliver urgent requisitions.

The OVERNIGHT system is for our San Diego area customers, and the ROADRUNNER system is used for overnight delivery (by truck) to our Long Beach customers.

Requisitions must be delivered to FISC Customer Service Desk:

San Diego NAVSTA Bldg. 116
Long Beach Bldg. 53
NAS North Island Bldg. 334

Requisitions are then pulled overnight and delivered the next working day with your normal deliveries.

The following criteria must be met to qualify for OVERNIGHT or ROADRUNNER service:

Requisition should be an Issue Priority Group I or II for repair parts or consumables required for immediate use only.

The material requested must be a National Stock Numbered (NSN) Item listed on FISC San Diego's Master Stock Item Record (MSIR). Customer should screen their requisitions against their microfiche MSIR or check the "Voice Response System" to verify we carry the requested material.

Fleet "On-Line" customers can conduct a MSIR query to verify if we carry an item and that it is not in a restricted location.

The quantity of material requested must be restricted to satisfy immediate requirements only.

Materials Restricted From Overnight and Roadrunner Service.

- * Not carried items and open purchase material.
- * Excessive quantity requisitions.
- * Depot level repairables (DLR's).
- * IPG III requisitions (priorities 09-15).
- * Material in a "restricted" issue storage location such as haz/flam, medicinals, or clothing.
- * Classified/security items
- * Provisions (fresh, frozen, and dry)
- * Saturday/Sunday/Holiday delivery requests
- * Material located at Long Beach DET (cognizance symbols 2S, 2F, 2J)
- * Controlled or pilferable items
- * Items requiring refrigeration
- * Firebrick/refractory/mortar
- * Cutable material, ie. asbestos/rubber sheeting/floor matting/cloth
- * Medical or Dental supplies (including drugs)
- * ICP controlled DLR's/MTR/s and issue restricted items
- * Metal (sheet/bar stock/angle iron/pipe round stock)
- * Compressed gases
- * Requisitions with exception data
- * Hazardous material (chemicals/paint thinner, solvents, oils, hydraulic fluid)
- * Cable that requires cutting
- * Wood products (plywood/DC plugs)
- * Open lot items (big and cumbersome)
- * Navy publication and printing service items
- * V-purpose stored at NADEP

MSIR Screening of Overnight and Roadrunner Requisitions. There are literally thousands of storage locations at FISC San Diego and most of these locations are available for breakout at any hour. A relatively small percentage of the stores are not readily available after normal working hours (0700-1630, Monday through Friday). These stores are not available for the following reasons:

- * They require a specially trained custodian.
- * They are issued only by designated custodian.
- * They require special material handling equipment due to their size and/or weight.
- * They require special packaging.
- * They require special transportation

Overnight and Roadrunner Requisitioning Procedures.

Customers should annotate their requisitions with the words "OVERNIGHT" or "ROADRUNNER" in the remarks section.

Overnight requisitions are submitted by:
Dropping them off at the Customer Services desk, Building 116, Naval Station, San Diego.

Placing them in drop boxes at the head of the Naval Station piers 1 through 12 and at the Carrier piers at North Island.

Inputting them through the Fleet "On-Line" terminals using document identifier QOA and a bearer punch (+) in column 25.

Roadrunner requisitions are submitted by:
Delivery to FISC Customer Services Desk, Long Beach Bldg. 53, by 1300 Monday through Friday.

Deliveries will be made by local delivery the next day. Requisitions dropped by 1300 Friday will be delivered the following Monday.

Requisitions which are incorrectly submitted as OVERNIGHTs or ROADRUNNERs do not meet the criteria/limitations previously listed will be removed by a screening process. Customer Services will process non-qualified requisitions as regular requisitions as required.

Requisitions by Naval Message. Urgent requirements may be submitted by OP IMMEDIATE message directly to the FISC Customer Service Officer:

NAVSTA
FISC SAN DIEGO CA//NC//
NAS NORTH ISLAND
FISC SAN DIEGO CA//CC//
LONG BEACH
FISC DET LONG BEACH CA//LC//

Requisitions by Ship to Shore Telephone.

Fleet units deployed in the SOCAL OP area may call in urgent IPG I or II CASREPS by ship-to-shore phone to our 24 hour duty phone number (619) 556-0421.

Overnight Delivery and Routine Requisition Drop Boxes. To make submitting requisitions easier, FISC San Diego has Requisition Drop Boxes at the heads of most navy piers.

SUBSISTENCE REQUISITION SERVICES.

Subsistence Requisitioning. FISC serves as a single gateway for ships underway requiring subsistence supplies. We can schedule deliveries from:

- * Defense Personnel Support Center (DPSC) for dry and frozen products;
- * Defense Subsistence Office (DSO) for fresh, fruits, and vegetables; and
- * Contract Bulletin vendors for milk, bread, pastries, and ice cream.

Ships in port and ashore customers contact FISC for dry and frozen products, DSO for fresh fruits and vegetables, and Contract Bulletin vendors for their products.

A two (2) week (10 working day) lead-time is required and essential to process DPSC subsistence requisitions. Longer lead times help eliminate substitutions, Not-In-Stock responses and help deliver your subsistence exactly as requested. DSO and Contract Bulletin Vendors require a (3) day lead time. Saturday deliveries are available upon request.

Ships arriving in port may transmit requirements via UNCLASSIFIED GENADMIN message directly to FISC. Add a few extra days lead time (based on precedence used) so we can meet the two (2) week lead time.

Hand deliver emergency requirements (less than two weeks) or send them by IMMEDIATE message attention to the Customer Service Officer.

Message PLADs

San Diego Provisions
FISC SAN DIEGO CA//NCP//
Long Beach Provisions
FISC DET LONG BEACH CA//LC//
Cust. Service Officer
FISC SAN DIEGO CA//NC//

Phone Numbers

San Diego Provisions	(619) 556-0408/9
	FAX 556-0436
Long Beach Provisions	(310) 547-6636
DSO San Diego	(619) 532-2110
DSO Los Angeles	(310) 335-3020/1
U.S. Army Food Insp Svc	(619) 556-7892
DDDC Subsistence Leader	(619) 556-7887

Contact local Contract Vendors directly. FISC can provide a copy of the latest Contract Bulletin.

Turn-in of Semi-perishable Subsistence.

Occasionally customers need to return food to the supply system due to a shipyard period, decommissioning or similar situation.

Procedure. Historically, only about 60% of food items which customers propose for turn-in are actually acceptable. Therefore, several criteria are strictly observed when accepting returned food items. The chief requirement is suitability for reissue to another customer. Would you accept it as an issue? If the answer is NO, don't try to turn-in these items. Food which is not suitable for turn-in should be surveyed. Items with limited shelf life should be transferred

to other customers for immediate consumption. The following criteria must also be met to return subsistence:

- * Items must be in Federal Supply Group (FSG) 89.
- * Open purchased items do not qualify.
- * Items must pass U.S. Army inspection.
- * Cases and cartons cannot be deteriorated. (dented, rusted cans, water stains, defrosting)
- * Items must be in original sealed cases.
- * The food must be suitable for another crew.

If your semi-perishable subsistence items meet the above criteria, follow these steps:

Palletize Material. Stack food products, one item per pallet(s). Place date-of-pack markings on each container facing out, items with the least shelf life go on top.

Turn-in Documentation. Record the quantity, unit of issue, and stock number for each item on a separate turn-in document (1348-1). Give each item its' own document number.

Physical turn-in of material. When you are ready to turn-in the provisions, phone the DDDC Subsistence Leader. Customers furnish transportation back to the Center. Semi-perishable items are normally turned in to DDDC San Diego, National City Annex, Building 66.

Food Unsuitable for Turn-in. Food which is not suitable for turn-in should be surveyed, or if limited shelf life is available, transferred to another customer for immediate consumption. Consult your type commander for questions on disposition. See Appendix A for a list of commonly infested subsistence.

SPECIAL MATERIAL CATEGORIES

Material Handling Equipment (MHE).

Ships Parts Control Center (SPCC) manages the acquisition, and replacement of MHE used afloat. SPCC has established FISC San Diego as a MHE Fleet Issue Control Point (FICP). We stock new, refurbished, and good used MHE for issue and replacement.

Every ship type has an authorized MHE allowance established by SPCC. FICPs cannot issue or replace equipment beyond the ship's allowance.

Forces afloat are responsible for proper care, preventive maintenance, and normal repair of their MHE. Ships with on-board MHE, needing repairs beyond the capability of the ship's company, may contact the FICP to make arrangements to repair their equipment or provide a suitable replacement. Ship's Supply Officers requesting replacement of unserviceable MHE must ensure it meets the retirement criteria in SPCCINST 10490.3. Some common MHE life expectancies are listed below:

<u>TYPE OF EQUIPMENT</u>	<u>YEARS/HOURS</u>	Maximum Economical <u>Utilization</u>
Fork Truck, Electric, "EE" 4000 lb to 6000 lb, yellow	12/14,400	
Fork Truck, Electric, "EX" 4000 lb to 6000 lb, yellow	12/14,400	
Reach & Tier, Electric, "EE" 4000 lb, yellow	12/14,400	
Pallet Truck, Electric, "EE" 6000 lb, Walkie, yellow	12/14,400	
Fork Truck, Diesel, yellow Solid Rubber Tires, 6000 lb	7/8,400	

Fork Truck, Diesel, yellow
Pneu Rubber Tires, 6000 lb 8/9,600

Fork Truck, Diesel, yellow
Pneu Rubber Tires, 15,000 lb 9/10,800

Fork Truck, Diesel, yellow
Pneu Rubber Tires, 20,000 lb 9/10,800

Fork Truck, Diesel, green
Rough Terrain, 6000 lb 8/ 9,600

FICPs use the above criteria to help determine when equipment retirement and replacement is justified. Extensive exposure to salt air and damage caused by sea conditions may accelerate the need for replacement. Be sure to cite any extenuating circumstances when requesting replacement of equipment not meeting the basic retirement criteria.

Authorized equipment needing repairs, not qualifying for replacement, may be exchanged with FICP approval. Needed repairs must be beyond the scope that can be accomplished aboard ship (or in port) prior to the ship's departure.

For information or assistance contact FISC Code CCM-FICP at NAS North Island in Building 655, or by phone (619)-545-9131, FAX 545-0969, DSN prefix is 735-XXXX.

MHE Maintenance. FISC operates a MHE Repair Shop and a Forklift Operation School. Currently, we serve SURFPAC and AIRPAC in addition to internal FISC customers.

The MHE Shop Performs preventive/corrective maintenance, including overhauls. Forklift School instructors teach and certify students to operate most types of MHE. Maintenance services and forklift training are offered on a reimbursable basis.

Interested activities should contact: FISC San Diego, Code CTM at Naval Air Station

North Island in Building 655, or by phone (619)-545-9131, FAX (619)-545-0969, DSN Prefix is 735-XXXX. Hours of operation are 0600-1430.

c. Additional information regarding boats can be obtained by contacting the Boat Coordinator at 556-8513 fax 556-8514.

Obtaining Small Boats. DDDC San Diego, maintains, issues, and receives small boats and landing crafts for forces afloat and shore activities. Our small boats range from a 14' paint punt to a 74' LCM-8 boat. All boats are controlled items, and the Inventory Control Point (ICP) is Commander, Naval Sea Systems Command, Washington, D.C. 20362, Code 325.316 The Cognizant Symbol (Cog) is "2S". Requisitions submitted to FISC San Diego will be referred to NAVSEA for approval. Urgent requests for small boats should be called into NAVSEA Code 325.316. (703) 602-8317.

a. DDDC currently has two Boat Lots, both located on Naval Station, San Diego. Boat Lot #1 is located at 10th and Kidd Street, with main office in Bldg. 467. Boat Lot #2 is located east of Harbor Drive between gates 7 and 9.

b. DDDC San Diego carries the following small boats in stock (all "2S" Cog) stock:

<u>NSN</u>	<u>TYPE</u>
1940-00-789-2149	14' Punt
1940-00-116-7317	18' Utility
1940-00-267-7044	22' Utility
1940-00-762-5658	26' Motorwhale
1940-00-770-9369	26' Personnel
1940-00-783-6180	33' Personnel
1940-00-680-3812	33' Utility
1940-00-919-4723	35' Workboat
1905-00-627-6401	36' LCPL MK 4
1905-00-764-1585	36' LCVP MK 7
1905-00-886-9709	36' LCPL MK 11
1905-00-886-9709	36' LCPL MK 12
1940-00-619-4019	40' Personnel MK 4
1940-00-529-9725	40' Utility MK 3
1940-00-684-9752	42' Plane pers&Res
1940-00-616-4051	50' Utility
1905-00-267-7038	56' LCM 6
1905-00-933-9044	74' LCM-8 Alum
1905-00-267-1097	74' LCM-8 Steel

PIERSIDE PROCUREMENT:

DETAILED PROCUREMENT INFORMATION ON THE SUBJECTS BELOW CAN BE FOUND IN THE “OPEN PURCHASE PROCEDURES CUSTOMER GUIDE” DATED JUNE 1994.

INTRODUCTION

POINTS OF CONTACT

FISC SITE NORTH ISLAND

FISC SITE LONG BEACH

FISC SITE NAVAL STATION

REQUISITION PREPARATION

OPEN PURCHASE REQUEST FOR SUPPLIES CHECKLIST

MANDATORY SOURCES

FPI UNICOR

NIB/NISH

GSA

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Material Delivery Service

DELIVERY OF MATERIAL. This chapter discusses delivery schedules, modes and hours of delivery, special deliveries, and delivery of various types of material requiring special handling.

During normal working hours, direct delivery questions to the Customer Services Director. After normal working hours contact the FISC San Diego Duty Officer at (619)-556-0421.

San Diego Local Delivery. Local Delivery is located at Building 3304A, 32nd Street Naval Station. The sorting crew works until 2030 Monday thru Friday, sorting over 5,000 issues per day.

DELIVERY OVERVIEW. DDDC Straddle truck drivers deliver pallets at the Naval Station each weekday morning, beginning at 0300. All ships at NAVSTA receive their material (sorted the previous day) unless they specifically request Customer Service hold their material.

After completing deliveries at the Naval Station, drivers begin deliveries to other customers in San Diego, Long beach, and Camp Pendleton areas by truck.

Mondays and Fridays are preferred days to request subsistence deliveries due to the normally light loading these days. Morning deliveries are far more likely on these days.

Saturday deliveries are available when requested in advance through Customer Services. Saturday subsistence deliveries are available only to ships engaged in local operations during the week. Ten working days are required to arrange subsistence deliveries.

GSK Delivery Schedule. Drivers deliver from 0500 to 1530 Monday through Friday with

very limited service available on Saturday. Deliveries are **not** scheduled on Sundays or holidays unless specially arranged in advance through Customer Services. Also, contact Customer Services if you can not take delivery on a particular day or week.

Signature Service Material. Signature Service delivers from 0600 to 1500 Monday through Friday, and from 0800 to 1630, Saturdays. Please assist us by promptly signing for your material. Our drivers will only wait 15 minutes for signature and then return the material to the Supply Center.

DDDC delivers the following materials separately from other stores as they require the customer's signature before release:

- * NMCS/PMCS/CASREPS. ("G" or "W" documents)
- * MTR/DLR's. (Even cogs, 7 cog material)
- * Pilferable material.
- * Classified material.
- * Open Purchased Items

Ammunition and Other Explosives. FISC San Diego does not stock, issue, or deliver any ammunition and or explosives. Arrangements must be made with the Commanding Officer, Naval Air Station, North Island, Weapons Department (Code 50).

Subsistence. Subsistence deliveries are made per the type of material and requisition method. Delivery of subsistence from stock:

* Perishable items (Chill/Freeze) are delivered by refrigerated tractor-trailer. We consolidate loads of perishable subsistence for several ships on a single truck. Please expedite unloading this material as other ships are awaiting delivery.

* Fresh fruits and vegetables (FF&V) are also delivered by tractor-trailer. Again, please assist us by unloading expeditiously so we can deliver speedily to our other customers.

* Contract Bulletin and Open Purchase subsistence items are delivered directly by the vendor. FISC Code NCP will make delivery arrangements for ships at sea when we receive an unclassified GENADMIN message listing requirements.

Security Material. The following material must be walked through and picked up by a ship's representative:

- * Narcotics, Alcohol and Precious Metals.
(Command Letter of authorization required)
- * Classified Publications/Material.
(Command Letter of authorization required)
- * Small arms/Weapons.
(Command Letter of authorization required, commissioned and warrant officers only.)
- * Personal Military Identification Card.
(Command Letter of authorization required)

Retail Clothing (small stores). Retail clothing will be issued and delivered as follows:

Issue documents will be placed in clear plastic envelopes with the address label clearly visible and attached to the material.

Retail clothing items for each customer will be consolidated to the maximum extent possible.

Material conforming to parcel post standards will be shipped parcel post.

Petroleum Products. FISC Transportation (Code CT) only delivers packaged petroleum products, ie. 55 gallon drums and smaller sizes. Refer inquiries concerning the delivery of bulk petroleum products to the FISC Fuel Operations Foreman (Code FFD).

Hazardous/Flammable Material. Hazardous/Flammable material is delivered to San Diego customers daily with GSK. Deliveries to Long Beach are made by closed van depending upon volume. Normal delivery days to Long Beach are Monday, Wednesday, and Friday.

Radioactive Material. Many laws and directives govern the use, movement and control of radioactive materials and equipment containing radioactive isotopes.

Do not turn in Radioactive materials to FISC. Customers retain custody of material, submit only the documentation to Defense Distribution Depot Center (DDDC Code T) Packing and Shipping Division, Building 65, to obtain a Government Bill of Lading. Documents must include the following:

- * Radioactive class and type of label affixed to material.
- * Transport Index (title 49 CFR 173.389.i).
- * Transport Group (title 49 CFR 173.390).
- * Noun name and element (title 40 CFR 172.101 and 173.390 respectively).
- * Customer and consignee's license numbers.
- * TAC Code or appropriation number or COG symbol to cover transportation charges.
- * Packing certification with name, title and signature of Radiological Officer.
- * Phone numbers of contact having custody of material.

When arranging for pick-up of radioactive materials, the customer will obtain a GBL from DDDC-T Packing and Shipping and call the carrier to coordinate the pick-up of material.

NOTE: Customers requiring assistance in packing material will notify the DDDC-T Packing Branch Foreman prior to turning in documentation to Shipping.

DDDC-T Shipping will receive the documentation and screen for complete information.

They will then issue a GBL (requesting routing from WAMTMC Oakland on Yellow III Label Material) and will notify the customer when the GBL is ready. One copy of GBL will be forwarded to the FISC Radiation Safety Officer.

The DDDC-T Packing and Preservation Branch will perform any packing services on site at the customer's location.

Radioactive Instruments and Components. When radioactive instruments and other radioactive material are unserviceable or no longer needed, the above procedure applies to material requiring further transfer to FISC Oakland for disposition. A commercial company or government agency, licensed by the United States Nuclear Regulatory Commission (USNRC) will receive the material from FISC Oakland for disposal. Documents and material will be marked and handled as required for hazardous materials. (See NAVSUPINST 5101.9 for additional disposal guidance and NAVSUPINST 4000.34 for guidance in handling radioactive materials.)

Barge Delivery. Barge delivery will be made to ships moored to buoys or at anchorage. Ships berthed outboard of other ships at piers may request barge delivery by contacting the Customer Services Office. Barge delivery service is available from 1000 to 1400 Monday through Friday (excluding holidays).

Saturday Delivery. Saturday delivery to ships will be made only when requests are submitted in advance to the Customer Services Office. Requests may be made by message, letter, telephone or personal contact. Only ships which have been operating Monday through Friday or are scheduled to deploy on Saturday, Sunday or Monday qualify to receive deliveries on Saturday.

Requests for Changes in Delivery. Changes to normal delivery schedules can be arranged in advance by contacting the FISC

Customer Services Officer to accommodate unusual circumstances. Delivery schedules will not be changed to merely facilitate shipboard liberty policy (i.e., early liberty). Please hold requests for delivery schedule changes to a minimum.

Any deviation from your normal local delivery schedule should be requested at least 48 hours in advance.

Customers who cannot accept deliveries on a particular day (or days) are also requested to notify Customer Services at least two working days in advance.

We encourage you to call and place your deliveries "on hold" when you are going to be on local operations for over 5 days. The Supply Center receives notification on major deployments from the Type Commanders. However, we do not receive information on local operations unless you tell us.

Pallet Pick-up. After the material is stowed, stack pallets on the pier (at the Brow) in a straight line, up to seven high, with the wings on the bottom pallet of each stack facing out. (This is to accommodate a straddle truck used to pick up empty pallets.) After the pallets are stacked, call Naval Station Waterfront Operations to request a forklift to pick up pallets and transport them to the head of the pier for straddle pick-up. Supply Officers should designate one person as a Point of Contact (POC) to coordinate all requests for pallet pick-up to minimize multiple calls. To prevent the needless loss of Navy owned pallets, Supply Officers of ships in private shipyards must make the effort to return empty pallets by notifying DDDC's Vehicle Dispatcher when pallets are ready for return. Dispatcher phone number is 556-0440.

Material Adrift. We emphasize accuracy in material delivery, however, material is occasionally misrouted. If you receive misrouted material, please call Customer Services. We will

arrange to pick up the material and deliver it to the proper destination.

Packing and Crating Services. As per OPNAVINST 4030.1 (series), DDDC San Diego absorbs the costs of packing and crating services incident to shipment as a supply center mission responsibility.

Packing and crating services will be provided for the following:

- * Packing and crating for shipment incident to requisitioning.
- * Packing and crating for shipment incident to the repair and return of material by Repair Ships, Tenders, etc.
- * Mandatory Turn-in Repairables (MTR) items for transshipment.

DDDC San Diego charges customer activities for convenience-type packing and crating services (including requests to pack crate, and return to the requestor) and services incident to the customer's desire to redistribute excess materials within his own related command.

Funding for packing and crating services will be accomplished by submission of a DD Form 1149 or a NAVCOMPT 2275 to FISC San Diego (Code 52).

Inquiries concerning packing and crating services should be referred to FISC San Diego, Code 52. Further information may also be found in OPNAVINST 4030.1 (series).

Fleet Freight Routing Instructions. FISC maintains a "Name and Address" computer file containing most Navy UIC's and their mailing addresses. As requisitions are printed the address information from this "Name and Address" file is printed on the tail of the issue document.

Navy Material Transportation Office (NAVMTO) routes material to Navy activities. One method they use is to regularly update shipping address data throughout the Material Distribution System.

Unfortunately, NAVMTO is not always informed about your ship's location or where or when you require your material. We suggest you always keep the distribution system informed where your material should be sent.

It is the supply officer's job to tell the "supply system" where you want your material to be sent and when. This is accomplished by a CARGO ROUTING message. The message is sent to NAVMTO in Norfolk, VA. NAVMTO is responsible for routing navy material worldwide, but they will not know where to send your material unless you tell them.

This is most important when you deploy or upon homeport change. When your ship is on extended (over one week) local operations we will normally put a computer hold on your Issue Priority Group (IPG) III requisitions. IPG I and II material will continue flowing to your local stow. We recommend that at least thirty days before a location change you send a "CONFIDENTIAL" message to (at least) NAVMTO, FISC Oakland, your homeport Supply Center, the supply activity at your current location, and the supply activity at your next location. This message should specify what should be done with each Transportation Priority, (IPG I, II, III) material.

San Francisco Port Visits: When preparing for a port visit to San Francisco, ensure that both FISC Oakland CA AND DSR PAC ALAMEDA CA (Defense Subsistence Region Pacific) are INFO'd on ALL LOGREC messages. Also, subsistence requests should be sent to DSR PAC with an INFO copy to FISC Oakland CA.

IPG I and IPG II material can (and should) be routed to any port serviced by MAC or QuickTrans. As there are many ports which are not accessible via government air, do not list them on your system-wide cargo routing message. Hot items such as CASREPs/NMCS/PMCS can be forwarded by commercial air or freight forwarder to desired locations if you

communicate with the nearest government air accessible activity listed in your message. We frequently see incorrect requests for routing to Vancouver, BC. However, FISC Puget Sound should be the system-wide routing point and will forward to all points north. The same applies for visits to Mexico. FISC San Diego is the routing point for all points south. IPG III should be routed to lengthy port visit stops only (greater than one month). If you have questions on Cargo Routing, NAVMTO, your type commander, or FISC San Diego Customer Service can help you.

****Remember - The only one who knows where your material should be sent is YOU. Let the players in the material transportation channel know. A recommended Cargo Routing message format is on the next page.***

MESSAGE SAMPLE

PRIORITY

FM: USS SEA DOG

TO: NAVMTO NORFOLK VA

INFO: FISC SAN DIEGO CA

FISC DET LONG BEACH CA

FISC OAKLAND CA

FISC PEARL HARBOR HI

FISC SUBIC BAY RP

COMNAVSURFPAC SAN DIEGO CA

CONFIDENTIAL //N04613//

SUBJ: FLEET FREIGHT ROUTING INSTRUCTIONS

1. (C) ORIG REQUESTS FLEET FREIGHT BE ROUTED AS FOLLOWS:

DATE	TRANS PRI	LOCATION
14 NOV - 01 DEC 88	TP 1, TP 2	FISC PEARL HARBOR
14 NOV - 25 DEC 88	TP3	NSD SUBIC BAY
02 DEC - 25 DEC 88	TP 1, TP 2	NSD SUBIC BAY
26 DEC - 05 JAN 89	TP 1	FISC PEARL HARBOR
26 DEC 88 - UFN	TP 2, TP 3	FISC SAN DIEGO
06 JAN 89 - UFN	TP 1	FISC SAN DIEGO

DECL 30 JUN 89

BT

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Material Turn-In

GENERAL INFORMATION.

Ships and shore activities may need to turn-in various types of material including Ready-For-Issue (RFI) material, repairable items, material in excess of allowance, surveyed material, equipment and components removed incident to ships work, scrap and salvage material, decommissioning etc. This chapter is designed to provide specific and detailed instructions to customer activities covering turn-in of material to Fleet and Industrial Supply Center, San Diego.

It is not the intent of this chapter to provide you with authority for turn-in. You must obtain your authority from NAVSUP publications, instructions and notices issued by the various inventory managers (ICPs) and bureaus/offices of the Navy Department. Authority for turn-in will either be cited on the turn-in document or copies will be provided at the time of physical turn-in of material.

AUTHORITY AND RESPONSIBILITY FOR TRANSFERS. Stores or other government material will not be transferred by customer activities to DDDC, San Diego, DDDC Long Beach Detachment, or North Island Detachment, without approval of the Commanding Officer or his designated representative. See NAVSUP P485 for delegation of that authority to the Supply Officer.

The Supply Officer is responsible for ensuring that stores do not leave their activity under circumstances contrary to the stated policy of the Commanding Officer.

MATERIAL TURNED-IN TO STORE (MTIS). Unless otherwise directed, material turned in to store at DDDC San Diego on a DD Form 1348-1 will be addressed to: N00244 Fleet and Industrial Supply Center, San Diego, California. Turn-in of more than 50 line items requires pre-interrogation via DDDC's MEDIS program, as described in Appendix B.

The DD form 1348-1 will normally be utilized for all material turn-ins except under the following circumstances:

- a. Mechanized activities (Special Accounting Class 207 ships) utilizing SUADPS X37, Picking Tickets and Work Cards.
- b. Non-mechanized activities utilizing D6_UADPS Image Cards.
- c. When turning in dry provisions utilizing D6_UADPS Image Cards.
- d. When turning in ILO excesses.

All excesses generated in the above categories will be turned in to Defense Distribution Depot, MTIS Division (DDDC-EM), Building 279, San Diego, California 92136.

The DD Form 1348-1 should be prepared indicating the following minimum required information:

- a. Ship To - N00244 Fleet and Industrial Supply Center, San Diego, California (unless otherwise directed).
- b. Current stock number, document number, fund code, Cog symbol, unit of issue, quantity, unit price, extended price, condition code, security classification code and nomenclature.
- c. Remarks - insert authority for turn-in.

Segregation/Marking/Packing of Material. The proper segregation of material prior to turn-in is considered to be of utmost importance!!! All material turned in for credit must be properly segregated, tagged and identified in accordance with NAVSUP P-485, para 5070. Tags should contain the document number, stock number, nomenclature and quantity. Commingling of RFI (Ready-For-Issue) material and NRFI (Non-Ready-For-Issue) material will result in a delay in processing receipts and granting credit by Defense Distribution Depot, San Diego.

Additionally, the following should be observed:

a. Turn-in material should be sufficiently packed in 20" x 20" boxes (NSN 8115-00-079-8823) or other appropriate containers ready for shipment prior to delivery to Building 279. For ease in transporting, the 20" x 20" boxes may be loaded in a tri-wall containers (NSN 8115-00-853-0276).

b. Signature service will be provided for all SAC 207 activities on turn-ins that have an extended monetary value of over \$1,000.00 per line item.

c. Material identified as having scrap value only will be separated from other material. (NOTE: Many non-RFI items are repairable or have resale value through the Defense Reutilization and Marketing Office [DRMO]. Therefore, care should be taken in classifying material as scrap.) Excess and scrap material will be transferred on a DD Form 1348-1.

d. Material with an extended line item value of \$20 or less turned in on a DD form 1348-1 will be segregated prior to delivery to MTIS.

e. Material with an extended line item value of \$20 or less turned in on MEDIS (MTIS Excess and Disposal Interrogation System) picking tickets will be segregated prior to delivery to MTIS.

f. Loose material such as pipefitting, valves, pipe, etc. must be sorted and securely fastened together with the wire rope and segregated by individual stock number.

Documentation. The Defense Distribution Depot, San Diego will accept only single line item documents for turn-in.

The DD Form 1348-1 will be issued for turn-ins of 100 line items or less and for "Special Commodities" described in the paragraph below. Turn ins of over 100 line items require MEDIS pre-interrogation. (See Appendix B).

Distribution of DD Form 1348-1. The DD1348-1 will be distributed in accordance with

NAVSUP P-485, para 5068, NAVSUP Manual Vol II, and other written directives.

When less than 100 line items are to be turned in, a D6_ Receipt Detail Card (DD-1348-1) will be utilized as follows:

a. Activities should create the D6_ Receipt Detail Card utilizing the following entries:

Card Column	Description
1-3	Document Identifier D6A
8-18	National Stock Number
19-22	Special Material Identification Mode (SMIC)
23-24	Unit of Issue
25-29	Quantity of Turn-in
30-43	Document Number
51	Signal Code
52-53	Fund Code
55-56	Cognizance Symbol
72	Condition code (only Condition code "A" is acceptable for turn-in on D6 cards.)
74-80	Unit Price

b. Inquiries concerning material turn-ins should be referred to the Director, MTIS Division (Code DDDC-EM), Defense Distribution Depot, San Diego, CA. Phone 556-7902.

Special Commodities. Certain material has been identified by the Navy for special turn-in processing. The DD1348-1 is always used to

document the turn-in of this material. NAVSUP Manual Vol II, NAVSUP P-485 and the NAVSUP MTIS Handbook, set forth procedures for handling these special commodities. Customer activities should follow the procedures in the following subparagraphs for those items requiring special handling and document processing at the time of turn-in. (Also, see ATAC).

Mandatory Turn-in Repairables (MTR).

a. Identification of Mandatory Turn-in Repairables. Mandatory turn-in Repairables are identified by the following Material Control Codes (MCC).*

E - FIRM/CLAMP

H - Depot Level Repairables (DLR) excluding FIRM/CLAMP

G - FBM Depot Level Repairables

Q - FBM Depot Level Repairables requiring special or periodic testing & inspection

X - Special Programs

* Material Control Codes can be found in the Management List - Navy (ML-N) or the Master Repairable Item List (MRIL), NAVSUP P4107-N.

b. Field Level Repairables (FLR). Field Level Repairables are identified by Material Control code "D" and are not Mandatory Turn-in Repairables. However, they may be turned in to DRMO. Activities holding unserviceable Field Level Repairables should attempt local repair or have a tender or Shore Intermediate Maintenance Activity (SIMA) repair and return the component. If repair cannot be accomplished, the Field Level repairable can be disposed of in accordance with local command instructions. Do not turn in NRFI Field Level Repairables to Fleet and Industrial Supply Centers.

c. Turn-in Procedures for Mandatory

Turn-in Repairables (MTR). Mandatory Turn-in Repairables which are unserviceable will be turned in to the supply system in accordance with the NAVSUP P-485, Afloat Supply Procedures, and the NAVSUP P-4107-N, Master Repairable Item List (MRIL). The MRIL is published monthly and provides the shipping address and other special handling information. MTRs are documented using the DD form 1348-1 prepared in accordance with NAVSUP P-485, paragraph 5092. MTRs requiring transshipment to another activity or for turn-in to FISC San Diego will be delivered to the Navy DLR Agent, North Island Annex in accordance with section 315.

d. Packaging and Marking. MTRs will be packaged and marked in accordance with NAVSUP P-485, paragraph 5093. If an item is of such size or weight that it cannot be adequately packaged, the turn-in documentation (DD Form 1348-1) should indicate "packaging required" in Block EE. (Mandatory Turn-in Repairables with a length and girth of less than 108 inches, weighing less than 70 pounds, and destined for an activity other than FISC San Diego should be shipped using priority Mail for priority 03, or Parcel Post for priority 13).

e. Special Shipping Instructions. When special shipping instructions are received for Mandatory turn-in Repairables which are not the same as the shipping instructions in the MRIL, a copy of the correspondence directing shipment should be attached to the DD Form 1348-1 turn-in document. If special shipping instructions were received by telephone, the telephone reference should be annotated in the remarks block of the DD Form 1348-1.

f. Torpedo Material. Torpedo material is identified by cognizance symbol 4T and is not listed in the Master Repairable Item List. Disposition instructions for mandatory turn-in torpedo repairables can be found in NAVSEAINST 4440.14 series.

g. Classified Electronic Communications Security Material (Crypto). Classified Crypto equipment is identified by security code "D" in the MRIL. Classified Crypto must be processed in accordance with the SPCCINST 5511.24

series and should not be turned in to FISC San Diego.

Boats. Ship's boats (all types) in a usable excess or surveyed condition will be turned in to Boat Lot #1 for disposition. The DD1348-1 will contain the serial number of the boat and engine (if installed), and will contain the authority for turn-in. For boats being turned in with engines installed, the engines must be preserved with P10 preservative. Bilges must be clean, fuel tanks drained, and all debris removed. NAVSHIPS Manual, Chapter 9820.18, provides a list of accessories to be turned in with each type of boat.

Boat Engines (other than installed). Boat engines will be turned in on a DD form 1348-1. The DD Form 1348-1 must contain the engine serial number and authority for turn-in. Inquiries concerning the turn-in of boat engines should be referred to the MTIS division, Naval Station Facility.

Chronometers. Unserviceable chronometers are turned in to MTIS for transshipment to Bremerton, Washington.

Classified/Security Items. Classified material and security items being turned in must be delivered directly to the FISC Security Material Custodian, Building 322, 2nd floor, Naval Station Facility. Notify the Director, Non-Mechanized Division, Code 302, (in advance) so that identification of the material can be assured prior to physical transfer. Documents and material should be hand delivered and signature receipt should be obtained.

Retail clothing (Small Stores). Clothing will be accepted for turn-in only if it is in a Ready-For-Issue (RFI) "A" condition. The MTIS screener should be contacted for an appointment prior to turn-in of excess retail clothing. The turn-in activity's representative will be requested to remain at the screening site until the screener verifies the quantity of each line-item and pro-

vides a proof of receipt. A DD1348-1 must be prepared for each line item being turned in.

Controlled Equipage. Controlled equipage (cameras, binoculars, projectors, watches, etc.) may be turned in to the MTIS warehouse, Building 279, Door 6, Naval Station Facility. Serial numbers on this material should be recorded on the DD Form 1348-1 prior to turn-in. Documents and material should be hand delivered and signature receipt should be obtained.

Compressed Gas Cylinders. Compressed gas cylinders will normally be turned in on an exchange basis.

a. SPCCNOTE 4440 provides information concerning the shortage of specified empty gas cylinders in the supply system and encourages fleet activities to return these empty cylinders to the supply system for credit. Fleet units requisitioning fully charged cylinders will be charged the prevailing unit price at the time of issue.

b. Credit will be granted to type commanders operating budgets for the following gas cylinders:

<u>NSN</u>	<u>DESCRIPTION</u>
6830-00-182-6315	Calibration Gas Mixture
6830-00-182-6320	Calibration Gas Mixture
6830-00-182-6321	Calibration Gas Mixture
6665-00-460-7704	Calibration Gas Mixture
6665-00-495-6822	Calibration Gas Analyzer
6665-00-495-6818	Calibration Gas Analyzer
6665-00-498-4241	Calibration Gas
6830-00-203-1492	Hydrogen, Technical
6665-00-406-4766	Cylinder, Air Filled
6665-00-433-9349	Helium, Analyzer

c. Fleet Activities turning in empty cylinders listed above should include the following statement in the remarks block of the DD Form 1348-1: "Empty cylinder returned for refill and reissue".

Forklifts and Other Material Handling Equipment (MHE). FISC San Diego is designated as Fleet Issue Control Point (FICP) for forklifts, cognizance symbol 2C, for the Commander Naval Base, San Diego. As a FICP, FISC San Diego is tasked with the responsibility of providing forklifts to forces afloat to fill allowances and to effect replacement (see Appendix H). The following guidance is provided concerning the turn-in of forklifts.

a. Turn-in of forklifts cannot be accomplished until the following conditions are satisfied:

(1) Prior arrangements for turn-in of forklifts must be made with the Fleet Issue Pool, Building 205, Naval Station Facility.

(2) The forklift must be inspected by the Public Works Center, San Diego, and a PWC Inspection Report (PWC-10-4730/2) completed indicating the estimated cost to return the forklift to a Ready-For-Issue (RFI) condition.

(3) A DD1149 must be prepared to the Public Works Center, San Diego to cover the cost of repairs to the forklifts being turned-in.

(4) The PWC Inspection Report and the DD1149 will accompany the forklift at the time of the turn-in to the Fleet Issue Pool.

b. A DD1348-1 (original and four copies) will be utilized to effect the turn-in. The DD1348-1 should be prepared indicating the following:

(1) SHIP TO:

N00244
Fleet and Industrial Supply Center
San Diego, CA
Naval Station Facility - ATTN: FICP

(2) The USN number of the forklift turned-in must be annotated on the DD1348-1.

c. Material Handling Equipment (MHE) will be turned in to the FISC San Diego Fleet Issue Pool, Building 3109, Boat Lot #3, Naval Station Facility. The DD1348-1 must contain the serial number and vehicle number of the equipment being turned in.

d. Turn-in of MHE cannot be

accomplished until the following conditions are satisfied:

(1) Prior arrangement for turn-in of equipment must be made with the Fleet Issue Pool, Building 3109, naval Station Facility.

(2) The equipment must be inspected by Public Works Center, San Diego and a PWC Inspection Report (PWC-10-4730/2) completed indicating the estimated cost to return the equipment to a Ready-For-Issue (RFI) condition.

(3) A DD1149 must be prepared for Public Works Center, San Diego to cover the cost of repairs of the equipment being turned in.

(4) The PWC Inspection Report and the DD1149 will accompany the equipment at the time of turn-in to the Fleet Issue Pool.

Hazardous Materials (HAZ/MAT). Hazardous waste (chemicals, acids, paints, flammables, etc.) must be turned in to PWC. Contact PWC for an appointment and/or information regarding the turn-in. They will advise you if any special handling is required.

a. "A" condition hazardous material will be screened at the turn-in activity site by an MTIS screener. The screener will advise which items are to be sent to MTIS Building 279 and which are to go to Disposal. Contact the MTIS Division, Code 305, for an appointment.

b. If you require any further information regarding hazardous material, call PWC or the MTIS Division.

c. For empty lube oil drum turn-in, call Public Works Center, Naval Station to arrange for turn-in/pick-up.

Industrial Plant Equipment (IPE). Excess Industrial Plant Equipment is declared to be idle plant equipment and is reportable to Defense Industrial Plant Equipment Center (DIPEC). NAVCOMPT Manual, Vol III, Chapter 6, sets forth the procedures for reporting DIPEC equipment. NAVSUPINST 4400.64 (series) provides a list of industrial plant equipment stock numbered items and NAVSUP P-5009 provides forms and procedures for reporting non-stock numbered equipment. Industrial plant equipment will

not be transferred from the holding activity until disposition instructions are received from DIPEC.

a. Equipment from afloat activities will be turned in to Building 279, Naval Station Facility. Afloat activities should not report Industrial Plant Equipment to DIPEC.

Mattresses. Excess mattresses in a ready-for-issue (RFI) condition (new/unused) may be turned in on DD Form 1348-1 to the MTIS warehouse, Building 279, Door 6, Naval Station Facility. Non-RFI foam rubber mattresses may be turned in to MTIS on a case by case basis. Non salvageable mattresses may also be turned into MTIS for further disposition. Both NRFI and non-salvageable turn-ins require a DD Form 1348-1. *See also Mattress Exchange Pool.*

Medical/Dental Material. All medical/dental material (including narcotics, alcohol, precious metals, controlled drugs and potency dated items) in Ready-For-Issue (RFI) condition, identifiable to a National Stock Number, and with an extended money value of \$10 or more per line item, will be turned in on individual DD Form 1348-1s to the FISC San Diego, Medical Material Section, Building 322, Naval Station Compound. Arrangement must be made with the Medical Material Section prior to turn in.

a. Medical/Dental material whose potency, or expiration date has expired will not be accepted for turn-in. These items should be surveyed and disposed of by the holding activity's medical personnel (i.e., ship's medical department).

b. Hazardous expired medical material (i.e., flammable items such as alcohol, and corrosive items such as dental fixer and developer) must be turned in to NAVSTA PWC for disposal.

Metal Plates and Bars. Metal plates and bars will be turned in on a DD Form 1348-1 to the MTIS Warehouse, Building 279, Door 6, Naval Station Facility. Items that contain less than one unit of issue or that are less than standard size, are not acceptable for turn-in. Contact

the MTIS office for disposition instructions.

Radioactive Material. Items containing radioactive by-product material (not waste) will not be transferred or turned in from the activities to which they have been issued unless authorized by SPCC or ASO. (See NAVSUPINST 5101.6 or NAVSUPINST 3400.5/NAVAIRINST 3400.1 as appropriate.)

a. Radiological Protective Clothing. Only new or used protective clothing, not more than ten years old and in original or sealed containers, will be accepted for turn-in. Prepare a DD1348-1 and deliver to the MTIS warehouse, Building 279, Door 6, Naval Station Facility.

(1) Uncontaminated clothing not in sealed containers may be suitable for training operations. Used clothing that is radioactively contaminated must be carefully packed and marked so that the contamination cannot spread. Under no circumstances should contaminated clothing be burned since the burned residue may contain zinc chloride which is defoliant. NAVSUPINSTs 4510.28 and 4400.75 (series) contain additional details and a full listing and description of the stock numbers involved.

Small Arms/Weapons/Ammunition Cases and Containers. Small arms/weapons will be turned-in to DDDC San Diego in accordance with NAVSUP P-485.

DDDC San Diego is not a stocking point for small arms/weapons but will provide packing, shipping and demilitarization services for fleet and shore activities as follows:

- (1) Turn-in of excess small arms/weapons:
 - a. A separate DD1348-1 is required for each line item (stock number) being turned in.
 - b. The DD1348-1 will be prepared indicating the Supply Officer, Naval Ammunition Depot, Crane, Indiana, as the "SHIP TO" address. FISC San Diego will be indicated in Block 11 "FIRST DESTINATION ADDRESS".
 - c. Serial numbers of each weapon turned in will be indicated on the DD1348-1.
 - d. Ensure that all weapons are free of

live ammunition and that magazines/clips/bolts have been removed from weapons and securely taped to sides of weapons. Certification of this action will appear on the DD1348-1.

e. No more than 200 weapons will be accepted in one day.

f. Copy #5 of the DD1348-1 will be airmailed to Naval Ammunition Depot, Crane, Indiana (ATTN: Code 706), to provide advance shipping data.

g. DDDC San Diego will accept turn-in of excess small arms/weapons for transshipment from 0730-1100 Monday through Friday, at Building 65, Packing and Preservation Branch, Naval Station Facility for packing and shipping services.

(2) Demilitarization (local destruction) of small arms/weapons:

a. Demilitarized small arms/weapons will be inspected as stated above, and turned in to the Defense Property Disposal Office Scrap Yard at the U.S. Naval Station (Naval Station Facility) on a DD1348-1. The form will fully describe the weapons to be demilitarized, including serial number. Customer activity representatives must also witness local destruction.

b. Hours of turn-in at the Scrap Yard are from 0700-1400 Monday through Friday.

c. Copies of the DD1348-1 will be forwarded to NAD Crane, Indiana (ATTN: Code 706).

d. Inventory management of small arms/weapons may be found in NAVORDINST 8370.1 (series), NAVSUP P-444 and NAVSUP P-437.

e. Information concerning the turn-in of empty ammunition cases and containers may be obtained from the Commanding Officer, Naval Air Station, Weapons Department, Code 504, San Diego, CA 92135, at 437-6531.

Subsafe/Level 1 Material. SPCCINST 4440.413 (series) provides details about material turn-in. Subsafe/Level 1 material may be turned in on a DD1348-1 to the MTIS warehouse, Building 279, Door 6, Naval Station Facility. Containers and 1348-1 should be marked "Subsafe/Level 1".

Subsistence. (see Subsistence Section of this manual).

Unidentified Items. Material not identified by a NSN is normally unacceptable for return to stock for credit. If unidentified material is turned in to the MTIS warehouse, the DD1348-1 should clearly indicate that inspection and identification are required. The turn-in document should contain all available data that might assist in the identification of the item (e.g., reference numbers, APL numbers, original contract numbers, etc.)

Ships Store Stock. Ship's store stock not identifiable to a NSN will not be accepted.

Vending Machines (Ship Owned). Vending machines considered to be beyond economical repair will be accepted for turn-in at the Defense Reutilization and Marketing Office (DRMO), San Diego, in accordance with the following procedures:

a. The responsible activity must request authority for turn-in and disposition from the Navy Resale System Office and Service Support Office, Staten Island, N.Y.

b. On receipt of approval for turn-in, the activity should salvage usable parts (coin changers, water pumps, circuit panels, etc.) which can be utilized as spares. If parts cannibalized cannot be used, turn them over to the Ship's Store Fleet Assistance Team for re-issue to other afloat activities.

c. Prepare a DD1348-1 including brief description of the machine (model/serial number) and include a statement "Beyond Economical Repair - For disposal/scrap".

d. The vending machine and the accompanying DD1348-1 will be delivered to DRMO by the turn-in activity.

e. One copy of the DD1348-1 will be forwarded to the Ships Store Fleet Assistance Team, Fleet and Industrial Supply Center, San Diego, CA, 92132. (Bldg. 116, 3rd Floor).

Presentation Silver. When a ship is scheduled for inactivation, the presentation silver will be turned into DDDC-SNSC. Presentation silver will be turned in on an itemized DD1149 or a DD1348-1 with an attached list and photographs of the silver being turned in accordance with NAVSUP P485 para 5078. Silver must be repaired, cleaned and appraised. Items repaired must have a new appraisal prior to turn-in. Call 556-7928 for appointment to turn-in or if you are not able, you may request assistance from FISC Customer Service.

High Bulk Items. Prior arrangements must be made with the director, MTIS Division, for the turn-in of items which exceed forklift capacity and have a gross weight of more than 6000 pounds. The turn-in of items having a greater weight must coincide with the availability of cranes or heavy duty fork trucks.

Prior arrangements should also be made with the Director, MTIS division for the turn-in of any single item consisting of four or more pallets. The delivery point at FISC San Diego will be predetermined to preclude the rerouting of trucks at Building 279.

Loading and transportation of material to FISC San Diego, MTIS Division, is the responsibility of the turn-in activity, and transportation services must be arranged with the Public Works Center. Unloading will be accomplished by FISC San Diego.

Waste Oil, Fuel Oil and Gasoline. (See Fuel Section of this manual).

Transfers of Class 207 Material. Customer activities in the San Diego area will turn-in scrap disposal material to the Defense Reutilization and Marketing Office (DRMO). (See P-485, para 5105).

a. All surplus and excess material (including scrap) scheduled to be turned in to disposal must be identified with a Disposal Authority Code on the DD1348-1 turn-in document.

b. All turn-in documents must contain

the following elements:

(1) National Stock Number (if applicable)

If no NSN, fill in Item Nomenclature in Block "X" of the DD1348-1.

(2) Turn-in document number.

(3) Quantity/unit price

(4) Disposal Authority Code

(5) DEMIL Code

(6) Place the word DISPOSAL in large block letters in Block "B" of the DD1348-1.

c. Performing demilitarization is the function of the disposal activity. However, generating ships and shore activities are required to identify, document and segregate material prior to delivery to the disposal site. Failure to properly code the turn-in documents will result in the return of surplus material to the generating activity for further classification and documentation. Utilization of DEMIL code microfiche which reflects the DEMIL Code to be used for a particular federal supply group and class will ensure the expeditious processing of disposal material.

d. Further information may be obtained by calling DRMO.

Return of Rejected Material. The following information is provided to clarify permissible time frames for customer rejection and return of National Stock Numbered issues, utilizing the original Issue/Receipt Document.

Errors by Requisitioner. FISC San Diego will normally permit the customer to reject and return undesired NSN material erroneously ordered by the customer (e.g., wrong unit of issue, incorrect stock number, etc.), under the following conditions:

a. Material must have been issued by N00244, (NDZ) FISC San Diego (Time frames for return of material from DDRW differ. Check block 2 of the DD1348-1). If the material was issued from another supply activity, it should be turned back in to MTIS and correct material reordered.

b. To insure financial adjustment, material must be returned to issuing warehouse via Customer Service Technical section.

c. Material must be returned to FISC San Diego within 60 days of receipt per NAVSUP P485 para 4271.

d. Material must be in Ready-For-Issue (RFI), material condition "A" and show no evidence of use. Once an MTR has been removed from the original container, it cannot be returned as RFI.

e. The original issue document annotated "Customer Refusal" or "Customer Cancellation" must accompany the returned material.

Note: Technical screen and turn-in of material should be accomplished the same day.

Errors by Issuing Activity. Erroneous material received, as a result of a supply activity issuing error, will be acceptable for credit provided all of the following conditions are met:

- a. Material is returned to the original issuing activity.
- b. Material is returned immediately after receipt.
- c. Material is in a Ready-for-Issue (RFI) condition. Once an MTR has been removed from the original container, it cannot be returned as RFI.
- d. Material is accompanied by a copy of the original requisition and issue document.

Customer activities are requested to expedite return of erroneous issues made by FISC San Diego. This will not only expedite issue to the correct customer, but will ensure FISC San Diego's inventory management is accurate.

Arrangement for the return of erroneously delivered material may be made through FISC San Diego Customer Service 556-0420. This will not only expedite issue to the correct customer, but will insure FISC San Diego's inventory management is accurate.

Credit Policy. FISC San Diego does not have the authority to grant credit to individual O&MN OPTARS for material turned-in to store, with the exception of material returned to FISC

San Diego under the customer refusal process outlined above.

The granting of credit for excess material turned in to store is determined by the Inventory control Point (ICP) based on existing or planned requirements for the material being turned in. Credit allowed for excess Ready-For-Issue (RFI) material returned to the supply system will be granted to the type commander's operating budget.

Credit will not be granted for any of the following types of material:

- a. Material in a Non-Ready-For-Issue (Non-RFI) condition.
- b. Nonstandard material.
- c. Nonstores account material.
- d. Material turned in to store in the United States (except Alaska) with an extended line item value of \$20 or less.
- e. Items for which the cognizant Inventory Manager (ICP) will not grant credit.

Credit may be obtained for defective material received through the supply system if properly reported to the Fleet Material Support Office (FMSO) in accordance with NAVSUP P-485.

Hours of Turn-in. Material to be turned in to store will be accepted Monday through Friday, 0730 - 1500, at Building 279, Naval Station Facility. Further information concerning turn-in of material should be referred to the Director, MTIS Division (DDDC-EM), Naval Station Facility.

MEDVIS (for large volume turn-ins). If you have more than 100 line items to turn in as excess to MTIS (Material Turned In to Stores) division, a list of the material to be turned in must first go through a "pre-interrogation" program called MEDVIS (MTIS Excess and Disposal Interrogation Visibility System). MEDVIS will produce bar coded picking tickets to attach to your material to allow faster turn-in and processing. For complete details see Appendix B.

DEFECTIVE MATERIAL ASSIST TEAM (DMAT). Defective material, regardless of its value, affects material readiness. It is essential that all Supply and Maintenance personnel place appropriate attention on identifying and purging defective material from stock. In some cases, defective low cost items cause failures in our more critical systems. Fleet and Industrial Supply Center San Diego offers the services of the DMAT team to relieve our customers of the burdens associated with reporting defective material.

The DMAT team is a waterfront operation located at the Naval Station in Bldg. 93 (across from McDonalds) DMAT assists customers with the off-load, storage, reporting, follow-up, and distribution of defective material. It also collects turn-in and credit data in order to provide reports that the customer may request. You may reach the DMAT by calling 556-1180 or Beeper 982-0542 from 0730 to 1600, Monday through Friday.

Procedures. Defective material discovered by your activity, whether it is upon receipt, issue from onboard spares, or in response to an SPCC Defective Material Screen (DMS), qualifies for reporting through DMAT. A legible skeletonized Quality Deficiency Report (Standard Form 368) with a Report Control Number assigned must be prepared by the originating activity. The report must contain clear, thorough and specific information regarding the defect. The object is to be able to identify the item to the appropriate manufacturer or repair facility that has provided the item to the system in order to discern the system problem and rectify it. When the exhibit (complete with packaging, etc) and the SF 368 are ready, place a call to DMAT. The DMAT representative will arrange to pick up the exhibit and the documentation from your activity and will sign for it. Although the DMAT representative will review the SF 368 for completeness, the absence of wide technical knowledge on the part of the DMAT representative begs his reliance upon the ships technicians to provide a clear, complete and thorough description of the defect.

The thoroughness of the technician will speed the process.

Defective DLR's. DMAT will handle your defective DLR's. Use N00244 as the turn-in activity in your log and on your advance BK document if used.

ADVANCED TRACEABILITY AND CONTROL (ATAC) FOR RETRO-GRADE CARCASS TURN-IN. The Advanced Traceability and Control (ATAC) program has improved the handling of retrograde repairables. The program provides traceable, controlled transportation for retrograde Depot Level Repairables (DLR's) from turn-in activities to the Designated Support Points (DSP's). The customer is no longer required to look up the Designated Overhaul Point (DOP) in the Master Repairable Item List (MRIL). The ATAC "Hub" provides full technical screening, MRIL inquiry, Transaction Item Reporting (TIR), and re-packing (if required). The director of the ATAC Hub and his staff are available to help you process your retrograde DLRs as easily as possible. Queries should be made to the following phone numbers:

ATAC Information: 545-8360
ATAC Director/Dep. Dir: 545-8376 or 8369

The following tips will help us to help you:

a. Use only a DD 1348-1 or DD 1348-1A for DLR Turn-in.

b. DO NOT turn in DLRs on a DD 1149.

c. DOC ID must be "BC1". There are no alternatives for retrograde DLRs. (See NOTE)

NOTE: "EI" (Engineering Investigation) material DLRs destined for investigation at NADEP North Island should be passed through the ATAC Hub for carcass tracking purposes. In this case, DOC ID "BEI" should be used. Consumable EI/QDR material does not pass through ATAC.

d. Expect to get signature service and demand it if not forthcoming.

e. **DO NOT** make multiple turn-ins on a single document. **Use one BC1 for each individual repairable**, regardless of the number of

repairables with the same NSN which you are turning in. Each repairable must have its own document.

f. Make certain that the NSN on your BC1 turn-in document matches the part number on the carcass. Verify by doing a part number to NSN cross reference. This will guarantee correct carcass credit to you.

g. Full details of correct "F" condition turn-in procedures are available in NAVSUPINST 4421.20 dated 13 November 1987 and NAVSUP P545.

h. The correct ship-to address for the DD 1348-1/DD 1348-1A is:

N46433

Navy DLR Agent

FISC San Diego

NAS North Island Site, Bldg 661-3

San Diego, CA

i. Changes made to DOC ID and/or condition code (i.e., material ex-MTIS) require the following:

- Initials of person making changes beside the actual changes made

- Printed name, activity, and code

- Legible signature

FISC San Diego provides pierside pick-up service for retrograde Depot Level Repairables (DLRs). Signature service will be provided. Areas serviced are:

- a. Naval Station piers
- b. Point Loma
- c. North Island piers/carrier cans
- d. Naval Aviation Depot (NADEP) Can 123
- e. Any location within 50 miles of NAS North Island.

DLR turn-ins will be picked up by a freight agent, Morrison-Knudsen Corporation (MK). DLRs to be collected must weigh no more than 2000 pounds per piece. For items weighing over

100 pounds, Material Handling Equipment (MHE) must be made available by the customer command. Activities must move material to the MK truck. In order to provide a flexible service tailored to fit the needs of the customer, activities requesting a pick-up are required to call in requests by 1500 for guaranteed next-day collection Monday thru Friday (commercial (619) 435-4145). In view of the special nature of pick-ups from Point Loma, activities at that site will normally be serviced on a second day basis.

The agent will need the following information:

- a. Name and phone number of individual requesting the service
- b. Name of activity or ship
- c. Location of items to be picked up
- d. Number of items to be collected

DLRs will be picked up (at the head of the pier) by a truck identified with a prominent "MK" emblem. The freight agent will sign for each DLR at the time of pick-up. Activities will retain copy #1 of the DD 1348-1, after the freight agent signs it, as proof of delivery (P.O.D.). Copies #2 and #3 should be inside the box and copies #4 and #5 should be attached to the outside of the box in a waterproof container.

Direct turn-ins to Bldg 661 at North Island are acceptable and encouraged.

Emergency Requirements. Activities are encouraged to plan ahead to avoid unnecessary emergency requests. However, situations may arise which necessitate turn-in of DLRs outside normal working hours (e.g., ship unexpectedly required to sail at midnight). In such cases where MK cannot meet the requirement, contact Customer Services or the Duty Officer to make special arrangements. Ships at sea with special needs (e.g., making an overnight stop in San Diego then sailing early the next day), should give full details of the requirement in LOGREQ message paragraphs FOXTROT, HOTEL, and ZULU in accordance with NWP-7, Chapter 7.

Exclusions. The following items are excluded from the ATAC system:

- a. DLRs moving from Fleet Units Organizational Level Maintenance to Intermediate Level Maintenance.
- b. DLRs shipped for repair and return.
- c. Aircraft engines.
- d. Marine Gas Turbine engines.
- e. Fleet Ballistic Missile Components.
- f. Classified items.
- g. All material coded for disposal.
- h. EI/QDR material destined for a location other than NADEP North Island.
- i. Redistributions (DOC ID A2_____).
- j. Nuclear Reactor Plant Material (SMIC Codes X1, X2, X3, X4, X5).
- k. Radiac Equipment (FSCM 6665).
- l. Hazardous/Flammable items (see NOTE).

NOTE: Hazardous/Flammable items will be accepted into the ATAC system IF properly packaged and certified with Form DD-1387.

- m. NAVSEA Cog items (2F, 2S, 2J) are turned in to MTIS or to the Long Beach Detachment.
- n. All 1 and 9 Cog items.
- o. Class A, B, & C explosives.

CONSUMER WAREHOUSING OPERATIONS

Mattress Exchange Pool. All U. S. Navy ships in San Diego or Long Beach requiring exchange of soiled crew size foam mattresses (for clean ones) may do so by calling the Mattress Pool Manager at 556-0384.

All crew size mattresses are 26" wide, and 3" thick. They are either 72 1/2" or 76" long. Since the majority of ship's mattresses are still 72 1/2" in length, special arrangements are necessary to replace 76" ones. Please mention that fact when calling Customer Services.

Each ship must provide their own transportation/working crew and a DD1149 to cover the cost of cleaning and minor, renovation at the time of exchange.

A date convenient to both the ship and DDDC's MTIS Division concerning the exchange will also be arranged. Mattress exchanges are not available on Monday or Friday due to the heavy scheduled turn-in of material at Building 279.

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Regional Hazardous Material Management

INTRODUCTION.

COMNAVBASE San Diego has chartered FISC to be the Regional Executive agent for Hazardous Material Minimization (HAZMIN) and Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP) implementation. The HAZMAT Department operates HAZMIN Centers at NAS North Island, NAS Miramar and Naval Station San Diego. FISC also provides assistance to HAZMIN Centers at SUBBASE Pt. Loma and NAB Coronado.

What is HAZMAT? HAZMAT (also HM) is short for hazardous material. Hazardous material is defined as any substance that is toxic, ignitable, reactive, or corrosive and that if improperly handled may be damaging to our health and well-being or to the environment.

Prior to off-loading ANY hazardous material call the Naval Station HAZMIN Center POC number for assistance. A Hazardous Material Off-load Team will come aboard your command and assist with segregation of material that may be useful to another command or may have extendable shelf-life and be a candidate for our Regional Inventory program. If the material is no longer usable, we will contact DRMO for possible sale to a civilian company or, as a last resort, help the command contact PWC for HW pick-up.

What is CHRIMP? CHRIMP stands for Consolidated Hazardous Material Reutilization and Inventory Management Program. CHRIMP gives direction on implementing the philosophy of hazardous material minimization through source reduction, substitution and reutilization (multiple users sharing a containerized product until exhausted). CHRIMP has been mandated by CNO for all activities.

What is HMC? HMC is short for Hazardous material Minimization Center also sometimes referred to as HAZMIN Center. HMC's are centrally located storage facilities for HM operating under the CHRIMP process. Ideally, everyone on a base comes only to the HMC to get their hazardous material. HMC's manage just-in-time inventories for all customers while drawing on regional excesses before ordering new material.

What is HAZMART? HAZMART is comparative to SERVMART but for only hazardous materials. HAZMART provides replenishment items to the regional HMC's when no excesses are available and priority group one issues for immediate use items to the fleet (pints, oils, greases...). HM users without a local HMC may also utilize the HAZMART. HAZMART is co-located on NAVSTA, San Diego with the HMC.

CURRENT PROGRAMS.

Shop Towel Service. FISC manages a regional shop towel service contract which drastically reduces participants needs to procure baled rags for cleaning/wiping up petroleum products and the disposal costs of contaminated oily rags. The contractor delivers clean rags to customers on a weekly basis and takes the dirty ones away to be laundered.

Remanufactured Laser Cartridges and Ribbons. Popular sizes/models of remanufactured laser cartridges and ribbons are available at the HAZMART for about half the price of procuring new ones and there aren't any hassles with doing an open purchase document (just a DD1348 or NAVSUP 1250) or waiting several weeks for delivery. Empty cartridges may be dropped off at the HAZMART or your local HMC; they are then sent to a local vendor to have replacement parts and toner installed. FISC procures the remanufactured cartridges at a substantially reduced price over new ones and passes the savings along to the customer.

Electronic Bulletin Board System. The electronic bulletin board system, or BBS operated by FISC, provides up-to-date information on available free (no cost, A condition) HM within the region. Interested persons with a computer and modem may dial up the BBS to see if requirements for HM can be filled with free material prior to ordering new.

Lube Oil and AFFF Redistribution. FISC assists COMNAVSURFPAC with lube oil redistribution from decommissioning ships and ships going into availability or overhaul. After passing a lab test, the oil is taken off one ship and offered to others free of charge. Under this program the Navy avoids paying to dispose of used oil and also saves money by not having to buy new oil. This program is currently being used for 2190 and 9250 type oils. The same principle of this program is also in place for redistributing AFFF.

Shelf-life Training. The regional shelf-life coordinator offers individualized and group training to ships and shore activities on how to build an effective shelf-life management program and provides tools to properly extend shelf-life on qualified materials.

Call the experts for all your HAZMAT needs!

HAZMIN CENTERS.

Naval Station San Diego Bldg. 3498
(619)556-9722/DSN 526-9722

Long Beach Naval Shipyard Bldg. 59
(310)547-6486/DSN 360-6486

NAS North Island Bldg. 803
(619)545-7920/DSN 735-7920

NAS Miramar Bldg. K216
(619)527-1409/DSN 577-1409

MCAS El Toro Bldg. 320
(714)726-3847/DSN 997-3847

SUBASE San Diego Bldg. 551
(619)553-0739/DSN 553-0739
operated by SUBASE San Diego

HAZARDOUS MATERIALS MANAGEMENT DEPARTMENT

HAZMAT Director	(619)556-6208
Operations Manager	(619)556-6210
Electronic Bulletin Board	(619)556-6170
Inventory Manager	(619)556-6144

Got excess HAZMAT or need some?
Give us a call!

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Fleet Medical Liaison

GENERAL. The Fleet Medical Liaison is headed by a Medical Service Corps Officer. It provides supply training and assistance to fleet and shore customers on matters concerning the medical and dental communities.

MEDICAL INDOCTRINATION PROGRAM. The Medical Indoctrination Program was developed to help customers understand the wide-range of services that are available. Customers may call the Fleet Medical Liaison Office at Comm: (619) 556-0445/0443 or DSN 526-0445/0443.

CONTROLLED MEDICINALS. Units authorized by COMNAVMEDLOGCOM to purchase controlled drugs are required in accordance with NAVSUPINST 6710.1A to submit a letter to the servicing Fleet and Industrial Supply Center (FISC) with the following information when performing a walk-thru:

Name of individual (s)
SSN (s)
Ship's letter head
Ship's seal
Commanding Officer's signature

Letters submitted to FISC are kept on file. The letter must be updated when new personnel are required to perform walk-thrus. Commands no longer authorized to purchase drugs will receive a letter from COMNAVMEDLOGCOM via their TYCOM.

MEDICAL SHELF-LIFE PROGRAM. Type I (Non-extendable) medical material is unique in that it can be extended after being tested by the Food and Drug Administration (FDA). Type II (Extendable) medical material can be extended locally by the customer after the following test has been administered:

- a. Container secure and free from leaks,

rust, or other contaminants....no dents, bulges, or other distortion.

- b. Unit container securely sealed.
- c. Container contents show no evidence of deterioration.
- d. No evidence or reaction of the contents with the container.
- e. Liquid products shall be homogeneous solutions with no separation, sediment, or other degradation of components.
- f. Contents shall not have evaporated.
- g. Solid materials (powders, etc) shall be free-flowing with no significant water absorption or other contamination.
- h. Aerosols/sprays will perform as designed.
- i. Markings on all containers securely attached, clear, and legible.
- j. Material will perform intended function.

MEDICAL WASTE DISPOSAL. The proper disposal of hazardous medical material is a major DOD and civilian concern. The Fleet Medical Liaison office has received numerous calls concerning this matter. Contrary to popular belief, hazardous medical material is not handled by PWC. Commands having expired medical material should call DRMO first at (437-9872). They will screen the material. Any material not excepted by DRMO must be disposed of by a certified vendor. The following companies are just two suggested sources:

<u>Name</u>	<u>Telephone</u>
BFI	(619) 695-0775
PWN Environmental	(619) 727-6120

An open purchase requisition must be submitted to pierside procurement listing all of the pertinent information required by the vendor. Questions concerning this matter can be directed to the Fleet Medical Liaison Officer, Comm. (619) 556-0445, DSN 526-0445.

COMPRESSED GAS. In the past customers were told to dispose of outdated cylinders. The Compressed Gas Association

(CGA) has gotten clarification from Department of Transportation (DOT) on using gas from out-of-test-date cylinders. Customers are authorized to use gas from an expired cylinder and it can also be transported. Once the cylinder is empty it must be hydrostatic tested before being refilled.

Cylinders should be disposed of in accordance with NAVSUPINST 4440.128C. Available in Customer Service Fleet Medical Liaison.

MOBILE MEDICAL AUGMENTATION (MMART) BLOCKS. The Fleet Medical Liaison Office is the point of contact for all MMART block transactions. Ships requesting blocks from COMNAVMEDLOGCOM should notify the Fleet Medical Liaison Office to ensure that coordination of this material is handled properly.

PRIME VENDOR FOR MEDICAL. The Prime Vendor program is an alternate source of supply for the purchase of medical/dental material. It was instituted because S9M reduced the number of line items in the depot significantly. Material received through this program usually arrives with longer shelf-life. FISC San Diego Fleet Medical Liaison is scheduled to be on line with the Prime Vendor Program on 31 May 95. For details and advance training contact Fleet Medical Liaison at 556-0445.

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Information Services

FLEET-ON-LINE. Any afloat customer may access the FISC mainframe computer system through a personal computer (PC) and modem onboard the ship. Customers can now perform tasks electronically which formerly could only be done in person or on the phone. Fleet On Line (FOL) is a faster and more efficient way to maintain your logistics readiness. FOL will enable the customer to perform the following functions:

- * Stock checks (Local & worldwide)
- * Stock requisition status checks
- * Stock requisition input
- * MILSTRIP follow-ups
- * MILSTRIP modifiers
- * MILSTRIP cancellations
- * Open purchase status checks
- * APADE Direct input (optional)

Equipment Required.

Terminal Hardware. Any PC compatible desktop computer, monitor and printer is sufficient.

Telephone Line. A CATS, Class IV telephone line with a single pick-up point, is required to participate in the FOL process. Connectivity of the telephone line requires a direct connection from the binding post on the pier to the point of connection for the modem - bypassing the switchboard. Your Internal Communications (IC) technician can use any available line connection/phone number when establishing this connectivity; however, it must be noted that the line must be a single pick-up point and bypass the switchboard or risk loss of data during connection/transmission.

Modem. A 100% Hayes compatible modem is required in conjunction with establishing FOL connectivity with the FISC mainframe computer. A specific serial port, located on the back of your PC should be used to connect to your modem,

using data communications cables. If the communication cables must be disconnected from the back of the PC for any reason and reconnected at a later time, the cables must be reconnected to the same serial port to which originally connected.

Software. Your PC must have the TANDEM terminal emulation software (PCLINK/PC6530) software installed and configured prior to initiating the FOL process. Any change to the configuration of the PC will necessitate reconfiguration of the terminal emulation software installed. This software will be provided by FISC Customer Service. Instructions will be given with the software.

Obtaining FOL Access. To obtain the FOL system contact the FOL Coordinator at the FISC Customer Service Department at COMM 619-556-3472 or DSN 526-3472. Or you may send a memo signed by the Supply Officer to request FOL to:

Customer Service, Code NCB
Fleet and Industrial Supply Center
937 North Harbor Drive
San Diego, CA 92132-5000

The memo must include a complete mailing address of your activity, point of contact, phone number, name of the Supply Officer and the following information:

- * Mfg, model & baud rate of modem
- * Mfg., CPU, hard drive size, RAM, DOS version, and types of floppy drives (state if high density)
- * What comport is available
- * Name and phone of DP or DS person available to assist

The FOL Coordinator will route your request through the appropriate channels to provide quick response.

Automated Information Systems (AIS)

Security Requirement. In order to obtain access to FOL, a security agreement must be established, in writing.

Your activity will be mailed a Remote Terminal Security Agreement package with instructions on how to complete. The package must be completed and returned to FISC AIS Security Office.

For additional information contact the FOL coordinator.

Password Maintenance.

Initial Password. The Information Processing Center (IPC), San Diego will forward the initial password to the FOL coordinator, who will in turn issue the password to the TASO for distribution.

Distribution of the Password. Distribution of the password requires the recipient to read and sign a "Password Users Agreement" form, which should be retained in TASO's Security file.

Expiration of Password. The initial password is good for 180 days (6 months). On day 170, and for the following 10 days, the user will get a message stating "Warning! Your password expires on XX DATE 1993 Please change your password. If there are any problems, contact AIS Security at 619-532-3011 or DSN 522-3011.

Deployment. Prior to deployment, notify the FOL coordinator of the date and length of deployment. The appropriate departments will be notified. Passwords will be suspended during your deployment.

Reconnect Service. If your activity intends to utilize the FOL system upon arrival back in port, Customer Service must be notified in advance. You may send a message or SALTS gram informing the FOL coordinator which individuals will require their passwords reactivated and your ETA.

A Fleet On Line Users Guide is available from the FOL Coordinator at 619-556-FISC or DSN 526-FISC.

SHORE-ON-LINE. Shore customers can obtain access as well as the fleet, however, for shore customers there is additional equipment requirements and a monthly service charge for access. Contact the FOL coordinator for details.

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Fuel Department

INTRODUCTION. FISC San Diego operates a Defense Fuel Support Point (DFSP), commonly referred to as DFSP Point Loma, or as Point Loma Fuel Department. The Fuel Department is physically located inside the SUBASE gates. The 200 acre facility includes 50 bulk storage tanks, 30 miles of piping, over 3000 valves, 964 foot long pier, and a full service petroleum testing laboratory.

BUNKERING. Ships in port San Diego may bunker directly or indirectly from the bulk petroleum supplies at DFSP Point Loma. Bunkering requests are included as line "FOXTROT" on the pro-forma Logistics Request message (LOGREQ) sent to Naval Station Port Services Office as per the Fleet Guide. Message address is PSO SAN DIEGO CA/N35//. Ships must include "FISC SAN DIEGO CA/F//" as an INFO addressee for any LOGREQ requesting delivery of bulk petroleum products. Because no military workers are assigned and limited civilian payroll budgets, bunkering at DFSP's La Playa pier is normally conducted between 0700 to 1530 Monday through Friday. Confirm the availability of the La Playa berth at least five working days prior to the desired date of services by telephoning the DFSP. Once the berth availability is confirmed, ship's request tug services through the Naval Station Port Operations Office. *Please note that La Playa pier is not a berthing pier*, and does not have services such as steam, sewer, or trash, and must be kept open for fuel transfer operations. Therefore, please schedule visits to La Playa Pier only for the anticipated time that the loading and/or off-loading services will be required.

BULK PETROLEUM SAFETY MEASURES.

The single most important protection against an oil spill during a fueling evolution is positive, reliable communications between the vessel's and the pier personnel. Our policy is to never start an evolution until these communications are well

established. Ship's scuppers should also be blocked off to provide a margin of additional safety. If these two measures are rigorously adhered to, possibility of fuel entering the harbor will be substantially minimized.

DFM and JP-5 have flash points above 140 degrees F and are not inherently hazardous for shipboard handling. Since no volatile vapors are generated by these products, the only real hazard is direct ignition. If ignited, however, a fire would be exceptionally hot and not easily extinguished. MOGAS does emit explosive vapors and will ignite from any source, including a spark. Accordingly, the smoking lamp must be out continuously when handling any of these fuels and all potential sources of sparks must be avoided when handling MOGAS.

Material Safety Data Sheets are available for all products issued from DFSP Point Loma.

BULK FUELS AVAILABLE. The following bulk petroleum products are available from DFSP Point Loma. Remember, packaged petroleum products, like 55 gallon drums of lube oil, are ordered through normal requisition channels, not through the DFSP Point Loma.

<u>Bulk Product</u>	<u>National Stock Number</u>
DFM	9140-00-273-2377
JP-5	9130-00-273-2379
2190	9150-00-235-9064
9250	9150-00-181-9064

DELIVERY METHODS. DFM and JP5. DFM and JP5 are delivered directly at the La Playa fuel pier, or indirectly by barge (YO/YON). NAVSTA Water Front OPS operates these barges.

Lube Oil. DFSP Point Loma operates a lube oil barge and two lube oil trucks. The barge carries both 9250 and 2190 lube oils, the trucks carry only one product each.

MOGAS. MOGAS is not stored at FISC Point Loma and must be delivered by commercial tank truck. MOGAS deliveries can be conducted at La Playa fuel pier or Naval Station piers with proper safety precautions. Delivery at other military berths in San Diego require a 500 foot safety arc and are stringently monitored by the Federal Fire Department, NAVSTA Safety, and FISC Fuel Department personnel. Only under extraordinary circumstances will the North Island berths M, N, O, and P be considered to transfer MOGAS. Ships should consult with their ISIC prior to loading or off-loading MOGAS. In particular, amphibious ships should consult with PHIBRON-9. Most ISICS encourage ships returning from deployment to off-load MOGAS prior to entering CONUS.

PROCEDURES. DFM and JP5.

Submit requirements for bulk DFM and JP-5 to the Naval Station Port Services Office by LOGREQ message or by telephone to Fuel Services Office at least five working days before the required delivery date. For evolutions at La Playa fuel pier ensure that DFSP Point Loma is also notified five days in advance of request. Request any required tug services from Naval Station Port Operations.

Lube Oil. . Delivery requests should be made to the DFSP Point Loma at least five working days before the lube oil is desired.

From La Playa Pier. When receiving fuel at the La Playa Fuel Pier at Point Loma, provide a DD 1149 directly to the pier operations shack.

From Yard Oiler/Barge. When receiving fuel from a Yard oiler or Lube oil Barge, submit a DD 1149 to the YO/barge Operator. Because of tight scheduling of refueling craft, have the paperwork ready for the operator upon arrival.

Upon completion of the evolution, the quantity of the fuel delivered to the ship will be annotated by YO/barge personnel on the DD 1149 and will show the gross metered quantity

delivered. The quantity billed will be the gross volume corrected for API gravity and temperature at 60 degrees F. When the YO/barge is subsequently refueled at Point Loma, the quantity issued to the YO/barge will be compared with individual issue documents, and the customer's DD1149 will be adjusted in any case where an error can be confirmed. Double check your DD1149 to ensure it contains the following: date, time and place of delivery (including the requisitioner's telephone number), requisition number, signal code, fund code and supplemental address.

MOGAS. MOGAS is not carried as stock at DFSP Point Loma. Submit these requirements to Pierside Purchasing via the DD-1149 requisition.

RETURNS OF BULK PETROLEUM PRODUCTS.

Customers may turn in on-specification DFM and JP5 fuel and receive credit from their TYCOM. All returned product is sampled and tested prior to turn-in to determine quality and disposition. Procedures are established to return off-specification DFM and JP5 as well as MOGAS and lube oils but without credit. Consult the following matrix for return point of contact.

DFM and JP-5. Arrange for turn-in of on-specification DFM and JP-5 by contacting the operator at the DFSP Point Loma Pier Shack. DFSP personnel will schedule sampling and testing to determine if the fuel is on specification. Request for these services should be made five working days prior to the desired off-load date. YO/YON off-load services should be requested at the same time from the Naval Station Fuel Services Office. DFSP personnel will take ship's samples and notify the ship within one working day whether the fuel is clean enough to off load to the yard oiler.

If the fuel is within specifications, it can be off loaded to the YO/barge for credit, documented on a ship prepared DD1149.

If the fuel is not on-specification, the DFSP personnel will advise the ship and coordinate off load with the Port Services Office to a SWOB for turn-in to the DFSP reclamation system.

MOGAS. On-specification MOGAS can be off-loaded at La Playa or Naval Station piers. Upon the request, DFSP will coordinate material sampling to ensure its cleanliness. PWC personnel arrange for trucks needed to receive the on-specification MOGAS. Shipboard personnel must arrange trucks for contaminated MOGAS with Defense Reutilization and Marketing Organization (DRMO). Credit can not be offered for MOGAS. The DFSP Reclamation Plant cannot accept off-specification MOGAS for safety reasons.

Lube Oil. Lube oil must be tested prior to off load. Lube oil can not be returned to the lube oil barge or delivery trucks for restocking at the DFSP. Expended lube oils cannot be commingled with DFSP Stock for accounting reasons. COMNAVSURFPAC has created a reuse pool for lube oil. FISC Code E is COMNAVSURFPAC's agent to arrange truck services to receive the lube oil on your pier, account for and re-issue lube oil stocks. Requests should be made at least five working days in advance of the required off load date.

No credit is given for the lube oil to the off-loading ship, nor any charge to the receiving ship. This program has been extremely successful in preventing lube oils from entering the waste stream and saving taxpayer dollars. Document the transaction as a transfer to Other Supply Officer (OSO).

WASTE OIL REMOVAL. Contact the Waterfront Coordinator to remove waste oil from tanks and doughnuts.

PETROLEUM LABORATORY TESTING OF FUEL OILS. The DFSP Point Loma Petroleum Laboratory Division will test your fuel samples. Drop off samples at the

laboratory in Building 70A on the corner of Rosecrans and Walford Streets, opposite the fuel pier at the Point Loma Annex. No job order is required to obtain this service. Samples of all types of petroleum fuels may be submitted in clean, tagged one quart bottles. Tags should contain the following information: Activity, name of sampler, grade of material, quantity represented, specification of product, tank number, date type sample, contract and lot number (if applicable) and reason for sampling. Included in the program is testing JP-5 samples for cleanliness.

Mailing Address

Petroleum Laboratory (Code FL)
Fleet and Industrial Supply Center, San Diego
937 North Harbor Drive
San Diego, CA 92132-5095

Shipping Address

Petroleum Laboratory
FISC Point Loma Annex
Building 70A
San Diego CA 92106

Note: If samples are mailed or shipped they must be sent in red fuel sample cans or proper shipping containers for flammable liquid petroleum products.

PETROLEUM LABORATORY TESTING OF LUBE OILS FROM SHIPS.

Lube oil samples for spectrographic analysis are tested by the SIMA Laboratory located in Building 130 at the Naval Station. This laboratory has been designated by CINCPACFLT as the local facility for the Naval Oil Analysis Program (NOAP). All types of lubricating and hydraulic oils are tested at this facility.

Commanding Officer
Box 318606, Code 3742A
SIMA (UIC 65918)
3755 Brinser Street, Suite 1
San Diego, CA 92136

**PETROLEUM LABORATORY
TESTING OF LUBE OILS FROM**

AIRCRAFT. Aircraft lube oil samples for spectrometric analysis are tested by the NAD located at Building 469, NAS North Island. This is a continuing program involving wear-analysis in which samples are submitted from aircraft engines on a monthly basis to establish trends that could lead to breakdown.

Spectrometric Oil Analysis,
Code 34200, Bldg. 469
NAD
Naval Air Station, North Island
San Diego, California 92135

FUEL FOR GOVERNMENT VEHICLES. Unleaded MOGAS is NOT available from DFSP Point Loma.

POINTS OF CONTACT. Refer all petroleum products delivery inquiries to the DFSP Operations Foreman. Below are frequently used numbers:

DFSP Director	553-1312
DFSP Deputy Director	553-1321
DFSP Operations Foreman	553-1317
DFSP Pier Shack	553-1330
DFSP Laboratory	553-1326
DFSP Reclamation Plant	553-1325
NAVSTA Fuel Services	556-8123
NAVSTA Port Services	556-1542 or 2777
NAVSTA Water Front OPS	556-3146
PWC Transportation Code	556-7614
700 FADS Manager	
DRMO	437-9451
FISC Code-E	532-2470
SIMA Laboratory	556-2879/2880
NAD Laboratory	545-7821
PHIBRON-9	556-3601 or 3577

PERSONAL PROPERTY:

DETAILED PERSONAL PROPERTY INFORMATION CAN BE FOUND IN THE “YOUR GUIDE TO SUCCESSFUL MOVING” PUBLICATION CONTAINED IN THIS BINDER.

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Pre-Deployment Tips

GENERAL INFORMATION. FISC

San Diego can assist you in a number of ways in preparing for deployment. We offer a variety of services designed to provide you with the best possible service. Below are some of those services.

“HOT SHIP” PROGRAM. Thirty (30) days prior to your departure, you will be notified by FISC San Diego Customer Service representatives that you have been placed on the “Hot Ships List”.

The “Hot Ships” list is prepared in Customer Service based on information available from COMNAVSURFPAC. It is distributed to both FISC and DDDC codes. When dealing directly with FISC, you should always mention that you are on the “Hot Ships” list to ensure that the person you are dealing with understands your deployment stature. Your purchase requisitions are marked and go on the top of the stack. It is essential that you validate your outstanding open purchase requests with the Customer Status Report provided by the Pierside Procurement section to ensure that none of your existing requirements is overlooked. This report is produced monthly and shows all open purchase requisitions processed for your activity during the past month and the status of those requests that are pending action or that were cancelled.

Note: Since the development of the U-2 Program, material that appears available when stock checking through the Voice Response system may only be available at one of our remote sites such as Yuma, China Lake or El Toro. In those cases, you will have the option of going to the site or arranging through Customer Services to have the material sent down to San Diego.

BEACH DETACHMENTS. As is frequently the case, work-ups involve a certain

amount of in and out time. This hinders your ability to liaise with FISC, vendors and other area commands as you prepare for deployment. FISC San Diego, Customer Service is ready to provide assistance to you. At your request we will assign you a cubicle in Customer Service equipped with a phone where you can work and be contacted through. Services connected with this include access to SALTS, FAX and telephone to communicate with your command. FISC San Diego receives from SALTS at least once each working day. Any SALTS messages to you should be sent to FISC San Diego (NAVSTA), addressed to your Beach DET. FAX service is through 556-0436 or 0437. Due to manning constraints, FISC San Diego can not take responsibility for tracking down your Beach DET personnel. All SALTS and FAX correspondence is placed into your box in the Customer Service reception area. Call 556-0412/0405 or 0401 for information.

EXPEDITING. Our expediting section is available to assist you in obtaining those show-stoppers. Although we do not have any storage space, small package receiving can be arranged when necessary. FISC Customer Service has both FEDEX and UPS tracking software to assist in tracking the “Hot” ones.

PRE-DEPLOYMENT REMINDERS. Have you . . .

a. Obtained the latest copy of your Customer Status Report from Pierside Procurement?

Review this report against your Open Purchase Outstanding Requisition file in the following manner.

- Where contract numbers are shown and you have not received a copy of the contract, request a copy from the Help Desk.

- Where RDDs have passed, call the vendor to get firm shipping info.

- Where a requisition appears and no contract has been awarded follow-up through the Help Desk.

- Where you have a requisition in your file that does not appear on the list, check with

the Help Desk so that it can be Tracked.

- Submit all open purchase requisitions through the Help Desk for control purposes.

- Ensure that you or your designated representative are in daily contact with the help desk or that you check your box in Customer Service.

- Review the listing for outstanding open purchase requisitions that you may want to cancel.

It is better not to have open purchases chasing you around WESTPAC if they are not vital to your deployment.

b. Concentrated on clearing up your Open Purchase file. Research all outstanding invoices and overdue shipments. Liquidate claims to prevent bills from following the ship.

c. Ensured that all of your office equipment, copiers, typewriters, calculators, scullery/galley equipment, trash compactor, shredder, printers, vending machines, cash registers and other Ships Store equipment have been serviced and are in full operation. Equipment easily repaired in San Diego is often difficult to get service for off shore.

d. Warned departments that use large amounts of certain consumables to load out for the entire deployment if possible. Be sure that you follow the same advice. Particularly if the items are non standard, such as toner or developer. Stock up on paper, paper cups, paper plates, plastic tableware, ribbons, machine tape, and trash bags.

e. Ensured that all HT/DC personnel have topped off on all their bottled gases.

f. Reviewed your stock of forms required by the entire command and ordered enough for the duration of the deployment. All ratings should be involved in this review; HMs, SKs, DKs, MSs, YNs, PNs, SHs, GMs, MMs and BTs. Include U.S. Customs forms for the return trip. Submit print work in sufficient time to allow you to receive it prior to departure. (CO's stationery, letterhead stationery, engineering logs, and any other locally printed forms). Assistance can be arranged through DPPSO for printing services. 556-7148 or 7159.

g. Ensured that the engineer has done a Repair Locker inventory early enough to allow you to replenish in sufficient time to enable you to sail with a full allowance of DC gear on board.

h. Had an inventory of all sheet metal, bar stock and pipe. These items are of particular interest because outstanding orders are not normally flown overseas, but go surface if at all and very likely will not reach you during your deployment.

i. Checked the condition of all foul weather gear, safety equipment and helo deck gear to ensure that you have sufficient quantities and that they are in good repair.

j. Had the signalman verify that he has all the signal flags required on board.

k. Documented and arranged for turn-in of excess supplies and equipment to MTIS (DDDC) or DRMO. FISC will assist where necessary.

l. Updated and checked your Fleet Freight Routing. **This is crucial.** You must update NAVMTO Norfolk on your cargo routing in order to receive your material where you want it. Do this several weeks in advance and then call FISC Customer Service (556-0420) to verify that NAVMTO has updated the computer file.

m. Scheduled your subsistence load out for deployment in sufficient time to get the top off ordered in within a 10 working day time frame before your deployment. Large platforms such as tenders should give us a 30 day advance estimate of their load out requirements so that we can notify DPSC in advance. You may do this on an order form clearly marked in red **“ADVANCE NOTICE OF LOAD OUT REQUIREMENTS”**.

n. Has your Corpsman been in touch with the FISC Fleet Medical Liaison representative prior to load out. 556-0445.

o. Identified Ships Store load out requirements. Have the Sales Officer or Leading SH liaison with the NEXCOM Fleet Assist Team, on the 2nd floor of building 116 for assistance on anything in the SH world. 556-5725.

p. Read NWP-7, Chapter 7 on “LOGREQs” to ensure that you fully understand it.

q. Had your supply division LPOs/LCPOs visit other ships of your type just recently returned from deployment and discuss problem areas they encountered and solutions that they derived. They have the latest in-theater information.

r. Inspected your shelf life items to insure that they have sufficient usable time left or can be extended. Some may be extendable. Our Shelf Life Coordinator is available to assist you at 556-6209.

arrival. Currently there is no separation of IPG Ones unless they qualify for signature service.

PREPARING FOR RETURN.

Since you begin your return to San Diego approximately 1.5 months prior to your actual return and it takes 1 to 1.5 months to receive material shipped from POE to Bahrain or Jebel Ali, and 1 to 2 weeks to get surface cargo to the POE and manifested and loaded for surface, you should not expect surface material referred to west coast depots one month after you arrive in the gulf to reach you during your deployment. Accordingly, when COMLOGWESTPAC Fleet Freight Routing message shows a change of your Fleet Freight Routing to San Diego, a hold is put on all of your IPG III requisitions to preclude a buildup of routine issues in the DDDC yard. The status you will receive will be **BA** but the material is on the shelf waiting for issue to you upon return. You should not concern yourself with sending **AF1s** on any routine **BAs** received from NDZ during your deployment. Upon your return, the hold will be removed and the material will be pulled for delivery to your ship through local delivery.

LOGREQs. Ensure that you provide accurate GSK and subsistence delivery instructions in paragraph D of your return LOGREQ. Frequently returning deployers will send in a LOGREQ asking for “stores delivery upon arrival”. We are pretty sure that you will not want the 15 or 20 pallets we are holding for you on the day you arrive back. If you inform us of your delivery desires, we will make every effort to see that you are accommodated. You will get your signature service the afternoon of your

HELPFUL INFORMATION SOURCES:

PHONE NUMBERS FREQUENTLY ASKED FOR

BASE INFORMATION 556-1011
BOTTLE YARD 556-8907
CAMELS 556-3147/8
DEFENSE FINANCE AND ACCOUNTING OFFICE 532-1579
DEFECTIVE MATERIAL (DMAT) 556-1180

FEDERAL EXPRESS 1-800-238-5355
GSA (206) 931-7028/35/26

HAZMAT 556-6121

MAIL - DOC SIDE 556-3493
MIRAMAR CUSTOMER SERVICE 537-1489

MTIS 556-7908
NAVCOMTELSTA 545-8573
PAINT FLOATS 556-3147/8

PIER PASSES 556-1458
PWC TRANSPORTATION 556-7606
PWC MANLIFT RENTAL 556-7622

SERVMART OPS 556-2795/6
 NAVSTA 556-2795
 NORTH ISLAND 545-9968
 MIRAMAR 537-1803/4

SONABOUY SHIPMENTS 556-0412
SUBSISTENCE 556-0408

TRACY, CA A/V 462-9589
TRAVIS 837-2863

UNITED PARCEL SERVICE 1-800-742-5877
WASTE OIL DONUTS 556-3147/8

Fleet and Industrial Supply Center, San Diego Locations

Naval Station, San Diego

General Help	556-FISC
Site Director	556-0399
Customer Service Officer	556-0401
SKCM	556-0412
FAX	556-0436/7
Purchasing	556-0651
Fleet Medical Liaison	556-0443
HAZMART/Reuse Store	556-6121
Technical Assistance	556-0340

NAS North Island

Site Director	545-3718
Customer Services	545-2965
Purchasing	545-4139
FAX	545-5565
ATAC HUB	545-8367
HAZMIN Center	545-7915

Naval Station, Long Beach

DSN 360+ext.

Customer Services	(310) 547-6636
Purchasing	547-6581

Pt. Loma Complex

Fuel	553-1315
Purchasing	553-8627

Miscellaneous

Stock/Status Check	556-2280
Provisions	556-0408/9
Fleet-On-Line Assist.	556-FISC
DMAT	556-1180
HAZMAT	532-2472
SERVMART OPS	556-3690

Other Useful Numbers

Regional Contracting	532-3435
DSO	532-2110
DSO FAX	532-2051
Food Mgmt. Team (NFMT)	556-5651/2
DPPSO	556-7148/7159
DRMO Recv	437-9467
DRMO Reutilization	437-9445
DRMO	437-9446
NAVMTO	DSN 564-8201/7381
	COM 804-444-8201/7381
NEXCOM Fleet Assist	556-5725
CNSP Expeditors	556-1766
CNSP SDO	437-3333
PWC Crane/Forklift	556-7622

PWC Vehicle Dispatch	556-7605
ASO Auto Response	DSN 442-3905/3732
SPCC Auto Response	DSN 430-2691/3155
	COM 717-790-2691/3155
S9C ESOC Auto	DSN 850-2271/3191
S9TD Auto	DSN 444-3043/3042
NFZ	DSN 442-2626
S9G Auto ESOC	DSN 695-4865
S9I ESOC	DSN 442-2336
S9E ESOC Auto	DSN 986-6161
GSA	COM 931-7028/35/26

Other Supply Centers*FISC Charleston*

	DSN 563-2660/4310/9205/4917
	COM 803-743-2660/9205/4917

FISC Norfolk

	DSN 564-7100/7891/3
	COM 804-444-7100/2468/2530

FISC Jacksonville

	COM 904-779-3000/3001/2/3
	1-800-962-3494
	Auto 779-9432/4/5/6

FISC Oakland

	DSN 672-4150/4151
	COM 510-302-4150/1

FISC Pearl Harbor

Operator Asst	DSN 471-3007/0673
	COM 808-471-3007/0673

FISC Puget Sound

	DSN 439-7904
	COM 360-476-7300/7325

FISC Customer Services Locations

FISC Naval Station San Diego
Bldg 116, 2nd Floor

FISC Naval Air Station North Island
Bldg. 334, 3rd Floor

FISC Naval Station Long Beach
Bldg. 53

FISC El Toro
Bldg. 321, DSN 997-, Comm (714) 726-4680

FISC Yuma Az
Bldg. 328, DSN 951-, Comm (520) 341-2095

FISC Ingleside TX
Bldg. 233, DSN 776-, Comm (512) 776-4517

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Training and Development Services

GENERAL.

Developing and maintaining an effective workforce is of critical importance during these current times. With a nationwide focus on personnel development, there is a recognition that training our personnel is an investment. The return on that investment will prepare us to meet shifting organizational priorities, rapid technological advances, and increasing demands for new and improved services.

We would like you to consider the FISC Employee Development Division as your full service training resource. Our goal is to provide you *high quality* services in a timely, economical, and convenient manner. Our success is measured by your satisfaction.

FISC SD is fully qualified to meet all customer training needs through our Training and Development Services.

FISC Training is centrally located on the 3rd floor of Bldg. 1 in downtown San Diego at the corner of Broadway and North Harbor Drive across from the Broadway Pier.

ADMINISTRATION

Business Hours and Location. FISC Training is located on the third floor of Building 1, 937 North Harbor Drive, San Diego, CA 92132. Hours are 0700 to 1630, Monday through Friday.

Pass/ID Information. All attendees must check in with the guard at the front desk in Building 1. Government ID badges are required to be worn at all times. If you don't have a valid ID, you can obtain a temporary badge from the guard. All packages/brief cases are subject to inspection.

Parking Facilities. Parking is available at Allright Parking located at the corner of Broadway and North Harbor Drive for \$3.00 per day. Additional parking is available at Ace Parking located at the corner of Broadway and Pacific Highway for \$5.00 per day.

Uniform. Civilian attire is encouraged for all military attendees.

Telephone Numbers. Our phones are staffed during daily hours of operation and are also equipped with voice mail message capability after hours. To request information please call or FAX:

COM (619) 532-2038
DSN 522-2038
FAX (619) 532-2340
FAX DSN 522-2340

Training Information Line. For your convenience we have a 24 hour recorded Training Information Hotline which provides the latest schedule of courses. Please call:

COM (619) 532-2041
DSN 522-2041

Training Announcements. Announcements of Training sessions are published and distributed every two months for a two-month period.

If sending correspondence to our office, please use the following address:
Fleet and Industrial Supply Center, SD
Training and Development Services
937 North Harbor Drive
San Diego, CA 92132-5026

Mailing List for Receipt of Announcements and Catalog. The departments and activities serviced by FISC Training, as well as other training and human resource offices receive our announcements and catalogs. If you are currently not receiving this training informa-

tion, please contact FISC Training at (619) 532-2038 or DSN 522-2038.

Registration and Payment. To register for a FISC training course, except Procurement courses, submit a completed, authorized paying document, such as a DD Form 1556, "Request, Authorization, Agreement, and Certification of Training and Reimbursement." Indicate tuition in block 25a. Send copies 3, 4, and 5 to the following address:

Fleet and Industrial Supply Center
Organizational Development Division,
Code UD
937 North Harbor Drive
Building #1, 3rd Floor
San Diego, CA 93132-5026

For courses with tuition under \$100, payment must be made by check made payable to "US Treasury" or by using your training membership. (See page 2.)

For procurement courses, contact the Regional Procurement Management Staff at (619) 532-2360 or DSN 522-2360.

Cancellations. A notice of cancellation is required at least five working days prior to a course date. Registrants who fail to notify Code UD at (619) 532-2038 within that time will be charged full tuition. Substitutions may be made at any time prior to the course.

Out of Town Participants. The FISC Training Center is conveniently located downtown San Diego at the corner of Broadway and Harbor Drive. Just five miles from the San Diego Airport and the Naval Training Center Bachelor Officers' Quarters, it is located within walking distance of several nice hotels, Seaport Village, and Horton Plaza.

BOQ/Hotel Accommodations

Area BOQs	COM	DSN
Amphibase Coronado	(619)437-3860	577-3860
NTC San Diego	(619)524-5382	524-5382
NAS North Island	(619)545-7545	735-7545
NAVSTA San Diego	(619)556-8162	526-8162
NAS Miramar	(619)537-4235	577-4235

Area Hotels

Holiday Inn Embarcadero	800-HOLIDAY
Embassy Suites	800-EMBASSY
Clarion Hotel	800-228-5050
Seapoint Hotel	800-345-9995
Horton Park Plaza	800-443-8012

If you are unable to attend, please contact:

FISC Training
COMM (619) 532-2038/DSN 522-2038

Making and Receiving Telephone Calls at the FISC Training Center. Business calls to other DOD activities using CATS or DSN (dial 80) can be made from the wall phones located in the Pacific Commons area of the 3rd floor of the Training Center or in the Training office also located on the third floor. Pay phones are also conveniently located nearby. Phone messages for students in class can be called into FISC Training at (619) 532-2038 or DSN 522-2038. Our staff will deliver messages to the classroom and post them near the door.

Accommodations for Participants with Special Needs. All classes can be arranged to accommodate physically challenged participants when advance notice is given. Sign language interpreter services are also available. Our TDD phone for the hearing-impaired is: COM (619) 532-2332 or DSN 522-2332

On-Site and Customized Training. Announced courses are normally scheduled at the Broadway Complex at the FISC Training Center. Many of these may be

customized and brought on-site to train groups of twelve or more participants.

Satellite Education Network (SEN)

Courses. FISC San Diego is a downlink site for courses offered by the Army Logistics Management College (ALMC), FT Lee, Virginia via the Satellite Education Network. These courses incorporate many of today's technologies in a multimedia environment on topics such as contracting and procurement, environmental and hazardous materials, general management/administrative, and supply/logistics management. Satellite education program courses parallel the resident and on-site versions of the same courses. These courses will be announced when they are available.

Training Membership. To assist you in getting the training you need for your employees, we offer a convenient, money-saving training membership plan. This plan allows you to establish an account with the Fleet and Industrial Supply Center San Diego based on any amount you choose to meet your unique training needs. You can submit a NAVCOMPT Form 2275 or a DD Form 448 (Military Interdepartmental Purchase Request) for one sum and draw from that account as you need it. This will eliminate the need for the submission of a DD Form 1556 each time you wish to attend one of our training courses. The membership allows you to take advantage of FISC training courses, PC courses, customized training services, and training room services at a 10% discount. We will track your use of our training services and provide you with monthly statements of your account balance. Our goal is to help you get the training you need at significant savings.

Quality Assurance and Customer Satisfaction. We welcome feedback and suggestions from our customers and are always seeking ways to improve or expand our services. We are more than committed to providing service you expect; we aim to provide service that exceeds your expectations.

Please complete a Customer Service survey in our office or call us at (619) 532-2038. Your opinion is valuable in helping us achieve our goal of customer satisfaction.

TRAINING CENTER FACILITIES.

Our training rooms provide a comfortable, central location for your meeting and training needs. Centrally located at the corner of Broadway and Harbor Drive, the Training Center is within walking distance of the Federal Building, Convention Center, and Seaport Village. Ample parking is available across the street for \$3.00 per day.

Our rooms accommodate from 10 to 100 people. Seating is classroom style. Theater style seating may be arranged upon request with advance notice. The rooms are all air conditioned and were specifically designed for training programs, seminars, and other business meetings. We can also provide the full spectrum of audio/visual support and office space for your instructor at no additional cost.

The following list describes the various training rooms available for rent. Please call FISC Training at (619) 532-2038 for room rates and reservations.

Room 2E

Location: Broadway Complex, Building 1,
2nd floor

Capacity: 30 to 32 with tables and chairs

Equipment: Large Screen TV, VHS VCR, overhead projector, whiteboard, wall screen, podium, chartpack/stand

Broadway Room

Location: Broadway Complex, Building 1,
5th floor

Capacity: 33 to 36 with tables and chairs

Equipment: Large screen TV, 3/4" & VHS
VCR, satellite system, white board, overhead
projector, podium, chartpack/stand

Nautical Room

Location: Broadway Complex, Building 1,
3rd floor

Capacity: 60 to 62 with tables and chairs

Equipment: Two wall-mounted 26" TVs,
VHS, Beta, & 3/4" VCR, wall screen, two
whiteboards, overhead projector, podium,
chartpack/stand

Pacific Room

Location: Broadway Complex, Building 1,
3rd floor

Capacity: 54 with tables and chairs

Equipment: Large screen video projection
system, VHS and Umatic VCRs, podium,
chartpack/stand

Eagle Room

Location: Broadway Complex, Building 1,
3rd floor

Capacity: 25 with tables and chairs

Equipment: 30" TV monitor, VHS VCR,
wall screen, podium, white board, overhead
projector, chartpack/stand

Harbor Room

Location: 32nd St. Naval Station, Building
116, 3rd floor

Capacity: 21 to 25 with tables and chairs

Equipment: 19" TV monitor, 3/4" and VHS
VCR, overhead projector, tripod screen, podium,
two whiteboards, chartpack/stand

NTC Room

Location: Naval Training Center, Building
301

Capacity: 25 to 30

Equipment: Chalkboard, chartpack/stand,
podium

PC Learning Center

Location: Broadway Complex, Building 1,
3rd floor

Capacity: 12 workstations

Equipment: 12 student PCs at workstations
with slide-out keyboard drawers, whiteboard,
overhead projector, video projector for
instructor's PC, laser printer, LAN connections
for all workstations and the laser printer

Heritage Computer Learning Center

Location: Broadway Complex, Building 1,
3rd floor

Capacity: 30 to 35

Equipment: Whiteboard, overhead
projector

Pacific Commons Break Area

This is a large, air-conditioned break area,
located on the third floor, building 1, of the
Broadway Complex. Pacific Commons is
equipped with vending machines, microwave
oven, small tables, and rolling partitions, conve-
nient for classroom workshops and breaks.

**NOTE: For a complete list of available
courses see Appendix D.**

AREA MAPS:

BROADWAY COMPLEX SAN DIEGO

NAB CORONADO

NAS NORTH ISLAND

NAVAL STATION SAN DIEGO

NAS MIRAMAR

NAVAL STATION LONG BEACH

APPENDICIES:

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APPENDIX A

COMMONLY INFESTED SUBSISTENCE

NOTE: The following items have a high potential for infestation. Items packaged in glass are not susceptible to infestations existing at the time of packaging:

Operational rations (not packaged in cans)

Flour

Pasta products (macaroni, spaghetti, noodles & vermicelli)

Grains (cornmeal, grits, rice, barley, rolled oats, wheat base, popcorn, farina, and corn starch)

Spices

Dry beans and peas

Prepared breakfast cereals (corn flakes, bran, etc.)

Bakery and fry mixes

Cookies and crackers

Dried fruits

Nuts

Cocoa and cocoa beverage powder

Dry milk

Candy

Dehydrated soups, vegetables and gravy mixes

Tobacco products

Yeast food

Grated cheese

Powdered dairy drinks

Confectioneries

Coffee

Tea

Prepared Coconut

APPENDIX B

MEDVIS

MTIS EXCESSES AND DISPOSAL INTERROGATION SYSTEM “MEDVIS”. If you have more than 100 line items of “A” condition material to turn in (as excess) to our MTIS (Material Turned Into Stores) Division, a list of the material to be turned in must first go through a “pre-interrogation” program called MEDVIS (Material Excess Distribution Visibility Interrogations system). MEDVIS will produce bar coded picking tickets to attach to your material, to allow faster turn-in and processing.

Non-Mechanized Activities. Prior to turn-in of material, provide FISC with a deck of D6A turn-in documents (DD 1348M) in the following format. (Reference: NAVSUP P485, para 5067):

MANDATORY FORMAT OF D6A TURN-IN DOCUMENTS

<u>Card Column</u>	<u>Description</u>
1-3	Document Identifier “D6A”
7	Must be a “6”
8-20	Federal Stock Number
21-22	Special Material Content Code (if applicable)
23-24	Unit of issue
25-29	Quantity Turn-in
30-43	Document Number
45	Must be a “Y” (if ship desires to put ships location on cards
46-50	Ship’s location (if applicable)
51	Signal Code must be “A”
52-53	Fund Code
55-56	Cog Symbol
57-63	Unit Price
72	Condition Code must be an “A”

Mechanized Activities. Provide turn-in tapes in X37, Picking Ticket (PKT), and work card format. The tapes must be 90 characters blocked, 10 to 80 characters unblocked, and properly labeled. DD 1348M is also acceptable if submitted in X37, Picking Ticket, and work card formats.

The MEDVIS Program will look at the information from your D6A cards or tapes and performs the following:

- a. Validate your turn-in data with Supply Center stock records and verify correct unit of issue, cognizance symbol (cog), National Stock Number (NSN), and unit price.
- b. Categorize material into:
 - (1) Repairables - these are high dollar value items and are processed first.
 - (2) Medical items.
 - (3) Less than \$20.00 extended value.
 - (4) All other carried items.
 - (5) All not carried items.

c. Sort documents by the above categories and then by shipboard storeroom location within each category.

The output from the MEDVIS program will consist of two bar coded picking tickets and a listing of all turn-ins. One picking ticket will be labeled "MATERIAL" and must be attached to the material. The other picking ticket is labeled "RECEIPT PROCESSING" and is to be placed in a transparent envelope and attached to the container. These picking tickets will be ready approximately two to three days after you give us your tape or cards. You will receive notification from the MTIS Division that your output products are ready for pick up. When you pick up your MEDVIS output products, also ask the MTIS section for a supply of 20" by 20" cartons for use in consolidating all "like" material.

The following packing procedures are required to expedite working and restacking of your turn-in material.

- a. No material will be accepted in triwalls unless material has been placed in 20" x 20" cartons.
- b. Consolidate "like" category material weighing less than one pound per line item into 20" x 20" cartons (available free at MTIS upon request).
- c. Place all remaining heavier items on pallets.

NOTE: Both Mechanized and Non-Mechanized activities may utilize either card or tape format as appropriate. Contact the MTIS section if you are unsure which to use.

APPENDIX C

FLEET AND INDUSTRIAL SUPPLY CENTER, SAN DIEGO CUSTOMER REFERENCE HANDBOOK FEEDBACK FORM

Please complete this form with feedback information for consideration as a change or addition to the Customer Reference handbook.

Complete the information in Part I and II when recommending a change or correction. If you are recommending the inclusion of information which does not currently exist in the Handbook, please describe in Part II below.

Part I

Section Title:

Paragraph Title: _____ Page _____

Part II

Describe the change or recommended information below.

Submitted by: _____ Date: _____ Phone Number: _____

Activity:

Mailing address:

When completed please mail to the address shown.

**Customer Service Officer
Fleet and Industrial Supply Center
937 North Harbor Drive
San Diego, CA 92132-5044**

Thank you for your feedback!

APPENDIX D TRAINING COURSE DESCRIPTIONS

CUSTOMER SERVICE/TEAM BUILDING COURSES.

Building solid, positive relations with customers and encouraging teamwork is critical to organizations implementing Total Quality. The courses described in this section of the catalog have been designed to foster teamwork and build effective customer relations. Each of these courses is listed on our Annual Training Calendar and is announced periodically throughout the year for our general audience.

You can also request these courses to be presented in whole or in part to your employees. Since these courses are modular in format, we can customize the lessons to fit the specific training needs of your employees. We can also work with you to meet any time constraints you have, or additional topics you want to address.

SERVICE EXCELLENCE FOR FRONTLINE EMPLOYEES

This 4 hour course is designed to teach the skills needed to create a positive service image and build effective customer relations. A variety of techniques are used to involve students in the learning process, including discussion, self assessments, group activities and videos.

Tuition: \$50

DEALING WITH PEOPLE (CUSTOMER SERVICE TRAINING)

This 6 hour course is designed to develop effective customer contact skills. A variety of instructional techniques are used to actively involve participants including discussion, group activities, role playing and videos.

Tuition: \$75

ACHIEVING TEAM EXCELLENCE

This 20 hour course is designed to create and foster an atmosphere of collaboration among team members.

Tuition: \$125

BUILDING WINNING TEAMS

This is a 4 hour interactive workshop that provides participants with information on what it takes to be an effective member of a “winning team.” Emphasis is placed on assessing personal style and learning skills and on techniques for enhancing team participation.

Tuition: \$50

SELF-LEADERSHIP/INTERPERSONAL SKILLS DEVELOPMENT COURSES

The courses in this section are of general interest and benefit and are available for any employee who may wish to further develop self-leadership and interpersonal skills.

TIME MANAGEMENT

This one-day workshop is designed to create an awareness of managing time efficiently and to learn to “work smarter, not harder.”

Tuition: \$100

FISC ACADEMY

This two-day course will provide an opportunity for personnel to learn about the FISC San Diego vision and strategic plan, discuss changes associated with our core businesses and new business opportunities, and share plans for the future. Open discussion will be encouraged.

Tuition: None.

SUCCESSFUL NEGOTIATIONS

The business world is filled with situations involving negotiating. The issues can be almost anything - money, time, territory, or cooperation - but the way to reach agreement is the same: negotiation. This 8 hour course is designed to identify and sharpen the skills necessary for successful negotiating.

Tuition: \$100

TEAMING WITH CUSTOMERS

This 20 hour course is designed to provide personnel with techniques needed to be more effective in teaming with customers and suppliers.

Tuition: \$125

SITUATIONAL SELF LEADERSHIP

This 12 hour Blanchard Training and Development course teaches non-supervisory employees how to “take the lead when they aren’t in charge.” Through discussion, activities and role plays participants will learn to identify what they want from their jobs and determine what they need from co-workers and bosses to achieve their goals; create structure, overcome disillusionment, build self-reliance; take authority; write personal and professional mission statements and integrate them to achieve a more balanced lifestyle.

Tuition: \$125

MYERS-BRIGGS TYPE INDICATOR (MBTI) WORKSHOP

This 4 hour course is designed to increase self-awareness and provide suggestions and techniques for communicating and dealing with people. The MBTI demonstrates the different ways individuals approach, understand, and solve problems. It is the most widely used personality indicator in the world and was taken by over two million people in the U.S.A. last year.

Tuition: \$75

MINDMAPPING/PROJECT MANAGEMENT

This 8 hour course teaches “mindmapping”, which is one of the easiest and most dramatic of all the creative problem solving techniques. This visual, whole brain form of organizing information encourages creativity and innovation and helps supervisors write more clearly and with more impact. Participants will also learn to use mindmapping to organize and simplify project management.

Tuition: \$100

INSTRUCTOR TRAINING

This 24 hour course teaches basic skills and techniques in writing training objectives, lesson plan preparation, and presentation to assist the participant in becoming a more effective instructor.

Tuition: \$150

EFFECTIVE BRIEFINGS

This 8-hour course provides information and basic techniques essential for the preparation of an effective presentation.

Tuition: \$100

TOTAL QUALITY LEADERSHIP (TQL) COURSES

To improve quality and productivity, the Department of the Navy has adopted a leadership approach known as TQL. This approach is based on a set of leadership and management practices and statistical measures that, when combined, can improve product/service quality and reduce cost, while focusing on the needs of the customer.

Some of the critical concepts of TQL include:

- a. Quality is defined by the customers' requirements.
- b. Leaders of an organization are responsible for quality.
- c. Increased quality comes from systematic analysis and improvement of work processes.
- d. Quality improvement is a continuous effort and is conducted throughout the organization.

The courses described in this section have been designed to implement these concepts and are consistent with the Department of the Navy's approach to TQL. The range of instruction is from a

basic introduction to the TQ philosophy, along with its key quality concepts and tools, to Facilitator and Team Leader training. The courses are taught by a well-trained cadre of FISC employees who are experienced TQ implementors.

FUNDAMENTALS OF TOTAL QUALITY LEADERSHIP

This 24 hour course provides an introduction to the philosophy and techniques of TQL. Group and individual exercises reinforce the techniques that are taught.

Tuition: \$150

TOTAL QUALITY FACILITATOR/LEADER TRAINING

Team leaders and facilitators are critical to the success of quality improvement teams. This 40 hour course is designed to prepare TQ team leaders and facilitators for their roles. It focuses on two essential team leader/facilitator functions - understanding team dynamics and mastering the use of the process improvement methodology. A variety of instructional techniques are used to actively involve participants, including discussion, group activities, and role playing.

Tuition: \$275 (includes the price of The Team Handbook by Peter Scholtes).

TEAM SKILLS AND CONCEPTS

This 24 hour course is designed to provide quality improvement team members with the skills and concepts to perform effectively in teams.

Tuition: \$150

LEADERSHIP DEVELOPMENT

In today's rapidly changing business environment, supervisors and managers are facing new challenges every day. Our Supervisory Competency Based Certification (CBC) Program is designed to provide the knowledge and skills necessary for effective leadership. These courses are recommended for all newly appointed supervisors and also for those who would like to refresh their skills.

LEADERSHIP WORKSHOP

This 24 hour course is prepares the new supervisor for his/her new leadership role.

Tuition: \$150

BASIC INTERPERSONAL COMMUNICATIONS

Effective interpersonal communication is key to an individual's success in an organization as

well as the success of the organization itself. This is particularly true in an environment which fosters TQ principles. The purpose of this 24 hour workshop is for supervisors to explore the interpersonal communication issues which surface when working with a diverse group of people.

Tuition: \$150

COACHING AND MENTORING SKILLS FOR SUPERVISORS

This 8-hour course is designed to provide managers and supervisors with coaching and mentoring techniques to deal effectively in the workplace with subordinates.

Tuition: \$100

CIVILIAN PERSONNEL ACADEMY

Supervisors and managers are responsible for assigning work, hiring, developing, promoting, disciplining, rewarding and retaining quality employees. This 28 hour course provides a study of the personnel management practices, procedures and responsibilities, as they relate to supervisors.

Tuition: None

EXECUTIVE OVERVIEW OF CIVILIAN PERSONNEL

This 4 hour course is designed to provide senior level Civilian and Military managers with an overview of the policies and regulations of EEO/Personnel as they relate to senior managers.

Tuition: None.

OFFICE PRODUCTIVITY COURSES

The courses in this section have been designed to enhance the productivity and effectiveness of support staff employees. The courses specifically focus on the various aspects of office support. They provide an opportunity for office staff employees to build or refresh their clerical skills. Like our other courses, these are listed on our Annual Training Calendar.

PROFESSIONALISM IN THE OFFICE

This 12 hour course is designed to teach clerical and administrative personnel the skills that help to make an employee more professional on the job.

Tuition: \$150 (cost includes a \$35 planner/organizer which is part of the support materials given to each student).

TELEPHONE SKILLS WORKSHOP

This 4 hour workshop is designed to develop effective and professional telephone skills. Common telephone problems and useful methods of handling all types of callers -- cooperative to irate will be addressed.

Tuition: \$50

CIVILIAN PERSONNEL PROCEDURES

This 12 hour course is designed to provide attendees with an overview of the personnel policies and procedures as well as the various forms used by the Human Resources Office.

Tuition: None.

NUMBER SKILLS

This 12 hour program is divided into six two-hour modules. The training uses visual exercises to improve rapid perception of numbers and letter/number combinations. Number patterns are analyzed and practiced so that trainees can quickly and accurately identify and transfer data to screens or documents. Accurate listening skills for numbers is also practiced and developed.

Tuition: \$125

PROOFAMATICS

This is an 8 hour skill-building course that is divided into four consecutive two-hour modules. It teaches participants to detect errors quickly, in fact, to increase accuracy at the same time as speed. This is accomplished, first, through exercises which train the eye to move in new patterns. Participants will also learn to use a three-phase system in which each phase accomplishes a different objective. Additional exercises help to develop accurate listening skills and concentration. The course also includes exercises to improve language skills that are necessary to a good proofreader. Participants learn to identify commonly made capitalization, punctuation, and word division mistakes and to correct them.

Tuition: \$125

HAZARDOUS MATERIAL/ENVIRONMENTAL COURSES

Prior to being offered by FISC San Diego, certification training required by Federal EPA and OSHA regulations had been available on a limited basis and at great expense to federal employees in San Diego. FISC San Diego is now proud to be the centralized resource for hazardous materials training for San Diego. We hope this local, low-cost training will benefit our customers whose duties require knowledge and/or certification in various aspects of hazardous materials.

GENERAL AWARENESS COURSE

This 8 hour course is based on the OSHA 29 CFR requirements.

Tuition: \$100

SITE-SPECIFIC TRAIN-THE-TRAINER COURSE

This 8 hour course will cover OSHA and EPA requirements for site and job specific training that is most often provided by a supervisor. It will serve as a “Train the Trainers” course for supervisors of employees who work with hazardous materials.

Tuition: None.

ENVIRONMENTAL EXECUTIVE OVERVIEW

This 4 hour course is based on the 40 hour CECOS program. Federal programs and regulations pertaining to environmental protection are a major feature of the course curriculum.

Tuition: \$75

TRANSPORTATION OF HAZARDOUS MATERIAL (CERTIFICATION)

This 80 hour course will provide qualification to certify hazardous material for military air shipment.

Tuition: \$300

HAZARDOUS MATERIAL RECERTIFICATION

This 40 hour course will provide requalification to certify hazardous material for military air shipment.

Tuition: \$150

HAZARDOUS INVENTORY CONTROL PROGRAM (HICS)

This 8 hour course will provide an overview of the Navy’s CHRIMP Program and the HICS Program developed by Naval Supply Systems Command to control and manage the use of hazardous material.

Tuition: Cost will be announced.

HAZARDOUS MATERIAL SHELF-LIFE MANAGEMENT

This 4 hour course is designed to provide attendees with an overview of the policies and procedures to effectively manage hazardous shelf-life material.

Tuition: Cost will be announced.

COMPUTER COURSES

Computer literacy is a basic requirement of nearly every person in today's workplace. There are few positions which do not require utilization of a computer to some extent. FISC San Diego has instructor-led classes for beginning, intermediate and advanced computer users. Our modern computer training facility provides these features:

- State-of-the-art equipment with highly qualified professional instructors using the latest application software.
- A spacious, climate-controlled training classroom.
- A commons area with phones, vending machines, microwave, and refrigerator.
- Limited class size with hands-on instruction, one student per computer.
- Introductory courses for the beginner, and advanced courses for improving personal skills inventory.
- Professional training materials and techniques.
- Classes tailored for specific needs or for special group requirements.

If a class you need is not included in this catalog, be sure to ask about it; we have a number of classes in development.

Some classes, such as Introduction to Personal Computers, are one day long. Most are either two or three days, to give students adequate time to review learned skills and practice them using hands-on exercises. Generally, our two-day and three-day classes cover the material found in both introductory and intermediate classes offered at other facilities.

INTRODUCTION TO PERSONAL COMPUTERS

This one-day course introduces PC basics to the novice user. The student will have hands-on experience, one person per computer. Completion of this course prepares students for the Microsoft Disk Operating System (DOS) course, or a computer application course.

Tuition: \$100

MS-DOS 5.0

This two-day course provides hands-on practice with essential DOS procedures and commands.

Tuition: \$200

CC:MAIL FOR MS-DOS

Electronic mail (E-mail) has become a standard method of communication in the business world. This one-day course provides hands-on practice in Lotus cc:Mail for DOS. Emphasis will be placed on the file-transfer capabilities of this application, as well as its message-handling abilities.

Tuition: \$100

PARADOX 4.0 FOR MS-DOS

This three-day class provides training in Paradox applications, which include equipment tracking, personnel record management, inventory management, purchasing, cost analysis and planning. Emphasizes both the single-user and network use of this top-rated database management system.

Tuition: \$300

QUATTRO PRO 4.0 FOR MS-DOS

This three-day course provides training in Quattro Pro techniques, covering both basic topics and more advanced spreadsheet features. Emphasis is on real-world projects.

Tuition: \$300

LOTUS 1-2-3 RELEASE 3.4 FOR MS-DOS

This three-day course provides training in Lotus 1-2-3 spreadsheet techniques, covering both basic topics and more advanced spreadsheet features. Emphasis is on real-world projects.

Tuition: \$300

WORDPERFECT 5.1 FOR MS-DOS

This three-day course offers hands-on training in WordPerfect 5.1 for DOS. All aspects of word processing are covered, with special emphasis on advanced graphics and the powerful table edit feature.

Tuition: \$300

WINDOWS 3.1

This two-day class teaches how to best utilize the Windows operating environment. Windows has become the operating environment of choice for many PC-based installations; emphasis is placed on setting up and using Windows in real-world office situations. Mouse practice is included as needed.

Tuition: \$200

QUATTRO PRO FOR WINDOWS

This three-day course provides practice in 3-dimensional spreadsheet basics, and also the numerous shortcuts and user-friendly features designed into Quattro Pro for Windows. Emphasis is placed on the types of spreadsheet use most often required in the workplace, including modeling, presentation-quality graphics and LAN printing.

Tuition: \$300

MICROSOFT WORD 2.0 FOR WINDOWS

This three-day course covers word processing basics, as well as such advanced features as tables, templates, the glossary, graphics, merging, multiple columns, and macros with customized icons. Emphasis is on workplace requirements.

Tuition: \$300

MICROSOFT WORD 6.0 FOR WINDOWS

This three-day course covers word processing basics, as well as advanced features such as tables, templates, graphics, merging, multiple columns, and macros with customized icons. Emphasis is on the features added to version 6.0 not available in 2.0.

Tuition: \$300

CC:MAIL 2.0 FOR WINDOWS

Electronic mail (E-mail) has become a standard method of communication in the business world. This half-day course provides hands-on practice in Lotus cc:Mail for Windows, version 2.0. Emphasis will be placed on the file-transfer capabilities of this application, as well as its message-handling abilities. This half-day course covers the procedures for handling messages and attached files.

Tuition: \$50

PARADOX FOR WINDOWS

This three-day course covers database concepts and techniques, including data file creation, data entry, reporting, querying, printing, sorting, indexing, multiple-file systems, and LAN considerations. Emphasis is placed on the mouse-based techniques that make Paradox for Windows easy to use and practical for workplace requirements.

Tuition: \$300

HARVARD GRAPHICS FOR WINDOWS

This two-day course teaches the concepts and techniques needed to produce effective, professional-quality presentations using Harvard Graphics for Windows, a powerful, flexible graphics package.

Tuition: \$200

PROCUREMENT TRAINING

This section provides course descriptions and scheduled FY 95 dates for training courses presented by the Regional Procurement Management (RPM) staff.

NAVSUP SMALL PURCHASE COURSE (NSPC)

This 4-day course focuses on the basic policies and procedures currently contained in the Naval Supply Systems Command (NAVSUP) Instructions 4200.81 and 4200.85A.

Current policy and regulations require all contracting officers be adequately trained prior to appointment. This course satisfies this training requirement for all non-1105s performing small purchase functions such as afloat personnel, Ordering Officers, Reserve Center personnel, ROTC personnel, supply clerks, procurement clerks, BPA Callers, and Bankcard holders. This office does not coordinate/present the Defense Small Purchase Basic or Advanced courses required for purchasing personnel in the 1105 series. Personnel in this series should contact their local training or personnel office for guidance in obtaining quotas for these courses.

Reading is assigned each night. Non-credit quizzes are provided for student self-assessment of comprehension. A comprehensive final examination is given on the last day. Students must attain a score of 70% to pass. Commands will be notified of student performance.

Tuition: \$150

AFLOAT SMALL PURCHASE COURSE (ASPC)

This 2 1/2 day class is designed to provide the afloat storekeeper the expertise needed to purchase materials and services when pierside purchasing support is not available, i.e. in circumstances where urgent, unusual, or emergency requirements preclude use of pierside, and during foreign deployments. The course focuses on basic policies and step-by-step procedures currently contained in Naval Supply Systems Command Instructions 4200.81 and 4200.85A.

Current policy and regulations require all contracting officers be adequately trained prior to appointment. This course satisfies this training requirement for personnel aboard ships. Successful completion of the NSPC will also fill this requirement.

Reading is assigned each night. A final examination is given on the last day. Students must attain a score of 70% to pass. Commands will be notified of student performance.

Tuition: \$150

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

This 3-day course provides NAVSUP approved instruction in the duties and responsibilities of a Contracting Officer's Representative.

Tuition: \$300

BLANKET PURCHASE AGREEMENT (BPA) COURSE

This one-day class is designed for personnel to be warranted and assigned as authorized BPA callers. Satisfactory completion of this course fulfills the current training requirements for BPA callers exercising limited buying under Blanket Purchase Agreements.

Current procurement regulations and policy require all BPA callers be adequately trained prior to being authorized to place calls against BPAs. This course is for those personnel utilizing procurement authority limited to BPA calls. Training for other small purchase methods must be acquired in the Defense Small Purchase Basic Course or NSPC.

A final exam is administered and students must attain a score of 70% to pass. Commands will be notified of student performance.

Tuition: \$100

NAVSUP CREDIT CARD COURSE (NCCC)

This one-day class provides NAVSUP guidance and training in the authorized use of the GSA Government-wide Commercial Credit Card Program for Small Purchases. Satisfactory completion of this course fulfills the NAVSUP training requirements for cardholders and approving officials.

Tuition: \$100

**COMMANDING OFFICER/EXECUTIVE OFFICER
SMALL PURCHASE WORKSHOP (CO/XO)**

This 2-6 hour course provides a heads-up on key procurement areas for effective management support and administration of delegated procurement authority. Regional Procurement Management offices can schedule additional workshops upon request, e.g., in conjunction with conferences having multi-topic agendas.

This workshop is conducted by each division or detachment listed in paragraph one of this letter on an “as requested” basis.

Tuition: There is no individual charge per student. However, the activity requesting the course must fund the current rate charged for an assist visit in accordance with NRCCSDINST 7301.1 or latest revision.